




**COURSE CATALOG**



SAN FRANCISCO  
SCHOOL OF  
MASSAGE  
& BODYWORK

[www.SFSM.edu](http://www.SFSM.edu)



*"I had always known about the benefits of massage, but now I have realized that massage therapy is truly an art form as well as a science. SFSM exceeded my expectations, I have learned much more than I had anticipated."*

*~ Karissa Engelstad, CMT*

## WELCOME!

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WELCOME! Thank you for your interest in the San Francisco School of Massage & Bodywork (SFSM). One of the oldest and most respected massage schools in the country, SFSM has been training highly skilled massage therapists and bodywork professionals since 1969. We take pride in the efficacy of our programs, which are designed to meet the demands of the ever emerging field of massage therapy. Our myriad of continuing education workshops and our highly competitive tuition rates further enhances our position as one of the top massage and bodywork schools in the country. SFSM also provides a variety of flexible, non-credit based tuition payment options and financial assistance opportunities depending on your needs and preferences. We offer a vastly qualified and diverse teaching staff, many of whom are graduates of the school. All of our instructors are professional and certified massage therapists and are dedicated to providing exceptional curricula that satisfies the criteria for the California Massage Therapy Council (CAMTC) and the Massage and Bodywork Licensing Exam (MBLEx).



SFSM's location in the heart of San Francisco's Mission District on the bustling Valencia street corridor gives students an opportunity to experience the excitement of San Francisco, steps away from national landmarks, historical districts, amazing shopping and great food, all while achieving their training goals. The school is ideally situated in one of the warmest and sunniest parts of the city, just one block from the 16th Street BART station and proximal to multiple SF MUNI train and bus stops.

Whether you are pursuing massage therapy as a career or for personal fulfillment, it is an exciting time to be entering the field. Massage and bodywork is increasingly recognized as an integral part of holistic and complimentary health care. Massage professionals are employed in a wide variety of settings including sports clinics, chiropractic offices, hospitals, hospices as well as the more traditional health clubs, resorts, spas and yoga studios. In addition, many bodywork professionals enjoy self-employment with flexible schedules and vast earning potential. Whatever path you choose, SFSM pledges to support your growth and make learning fun!

We invite you to contact us to take a personal tour of the school, learn more about our massage therapy program, schedules and tuition, and to take a free class when available. Please call 415-474-4600 or visit our website, [www.sfsm.edu](http://www.sfsm.edu) for more information. We look forward to hearing from you.

~ **Gary Witt, BS, CMT, Certified Rolfer**  
**Owner / School Director**

*"As a medical professional, I was very careful in checking out massage schools. All good references and recommendations kept leading me back to the San Francisco School of Massage & Bodywork."*

*~ Bonnie Edwards R.N., CMT*



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*Training compassionate professionals since 1969*

*"The San Francisco School of Massage & Bodywork  
feels like a healthy family to me. The instructors are just  
incredible AND the school is in such a great location!"*

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*~ Chris Freimuth CMT*



## HISTORY AND MISSION

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The San Francisco School of Massage & Bodywork (SFSM) first opened its doors in October of 1969 – making it one of the oldest massage schools in the United States. SFSM was founded through the hard work and vision of its founder, Dr. Uli Brix, who believed in the positive and healthful benefits of therapeutic massage. Frustrated with conventional medicine’s “hands off” approach, he opened the SF School of Massage on the Van Ness corridor of San Francisco. The school blossomed and remained under his direction and guidance until the early 1980s.

During the 1980s, massage therapy was in demand and was gaining considerable respectability as a viable health alternative. It was about this time that Paulette Bergess began working at the school as an instructor and administrator. After several years as a faculty member, Paulette and her husband Richard, purchased the school in 1986 and led its programs to their greatest growth. Paulette and Richard ran the school for 24 years, moving the campus from the Van Ness Corridor of San Francisco to the bustling Marina District in 2000. Even to this day SFSM retains the warm, open, and familial spirit that the Bergess’ introduced and has long since been recognized as one of the top massage schools in California.

In January of 2010, SFSM experienced another change in ownership, only the third such transition in its 50 year history, when Gary and Jennifer Witt took over the reins. Gary was previously a faculty member at SFSM and is the founder and owner of Gary Witt Rolfing and Bodywork; his wife Jennifer Witt, DPT, is a licensed physical therapist. With Gary as the acting School Director and Jennifer as a member of the school’s Advisory Committee, they have vowed to continue the legacy of the San Francisco School of Massage & Bodywork and prepare students to excel in the current professional massage and bodywork industry. In January 2011, SFSM moved to its current location in San Francisco’s vibrant Mission District along the Valencia Corridor.

Our Mission at the San Francisco School of Massage & Bodywork is to provide quality training and affordable education in the art and science of massage therapy and bodywork modalities. SFSM continually strives to offer balanced and challenging curricula and is committed to graduating highly trained practitioners who are expertly qualified and well prepared to gain immediate employment in the field of therapeutic massage and bodywork.

## PROGRAM OVERVIEW

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The San Francisco School of Massage & Bodywork (SFSM), a private institution, offers over a comprehensive and detailed training that is approved by the California Massage Therapy Council (CAMTC), the California Bureau for Private Postsecondary Education (BPPE), and is a National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) Assigned School, as well as an NCBTMB Approved CE provider. SFSM is also proud to hold institutional accreditation by the Accrediting Bureau of Health Education Schools (ABHES).

SFSM prides itself on the diversity contained within our curricula and offers students many opportunities to explore the breadth of bodywork while emphasizing practicality and functionality. Our comprehensive Massage Therapist Program, for example, includes 600-hours of instruction in the most in-demand and effective massage therapy and bodywork techniques, advanced anatomy and physiology, business development skills, therapist self-care, and body mechanics practices. This robust program is ideal for students who want a rewarding, lifelong career in massage and bodywork and prepares graduates for state certification while providing a dynamic tool set for working with clients and their bodies individually to maximum benefit. Designed to address all the requisite aspects of a successful massage career, this all- encompassing course is ideal for students looking for plug and play ease in their training.

## APPROVALS, CREDENTIALS AND MEMBERSHIPS

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In keeping with our high standards of excellence, the San Francisco School of Massage & Bodywork is licensed and/or approved by the following agencies that oversee our operation. Graduates of our certificate programs are eligible to use hours earned at this institution towards certification in California and towards national certification. All programs taken at the San Francisco School of Massage & Bodywork are certificate, non-degree programs.

This institution is a private institution, that it is approved to operate by the Bureau for Private Postsecondary Education. Approval to operate means compliance with state standards as set forth in the CEC and 5, CCR.

- Institutionally Accredited by the Accrediting Bureau of Health Education Schools (ABHES) 7777 Leesburg Pike, Suite 314 N. Falls Church, VA 22043, (703) 917-9503
  - Approved by the California Massage Therapy Council (CAMTC), School Approval # SCH0056
  - Approved by the State of California's Bureau for Private Postsecondary Education act of 2009 (BPPE: <http://www.bppe.ca.gov/>)
  - Approved CE Provider by the National Certification Board for Therapeutic Massage & Bodywork (NCBTMB)
  - Assigned School status through the National Certification Board for Therapeutic Massage & Bodywork (NCBTMB)
  - Approved member of the Associated Bodywork & Massage Professionals (ABMP)
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## FACILITIES AND EQUIPMENT

The San Francisco School of Massage & Bodywork campus is located on the third floor of a historical Mission District building and includes three large and spacious classrooms all housed in approximately 5,000 square feet of space. In addition to the classrooms, the campus includes the school's administrative offices, practicum rooms, a student break room, student lounge area, student books and resource materials library, and a front desk/ reception area. SFSM also has a partnership with MassageLab to provide post graduate employment opportunities just a block from the school. Equipment that is available for student and staff use include massage tables, massage stools, massage chairs, all lotions and oils, instructional skeleton models, white boards, overhead projectors and screens, computers, and audio equipment. At the start of the 600-hour program, students are given a tote bag and all the required books for class.

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## PLACEMENT ASSISTANCE

The San Francisco School of Massage & Bodywork is very pleased to be able to offer job placement services to all our program graduates. Upon successful completion of the Massage Therapist program, and the subsequent obtainment of the State of California's Massage Therapist Certification, graduated students will work closely with a Student Services Representative to find the best available employment opportunities in the field of massage and bodywork.

SFSM has built a very large and diverse network of employers in our 46+ years as a massage and bodywork training institution. Over these many years, employers have continually relied on us in their search to find qualified, dedicated and well-trained massage therapy graduates. Graduating from the San Francisco School of Massage & Bodywork allows you to take advantage of these mutually beneficial and professional relationships we have fostered in our long standing history in the San Francisco Bay Area.

While the San Francisco School of Massage & Bodywork offers job assistance services, no guarantee of placement can be made.



# MASSAGE THERAPIST PROGRAM

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## 600 HOURS

### PROGRAM MISSION

The San Francisco School of Massage & Bodywork's 600-Hour Massage Therapist Program is a comprehensive training designed for the student who is committed to building a rewarding career in massage and bodywork. The curriculum and content offered in this program covers all the essentials needed for becoming a successful, independent or employed bodyworker/massage therapist. It includes everything from learning fundamental massage skills to mastering the most in-demand advanced modalities. Emphasis is placed on honing technical skills and building and marketing a successful, private bodywork practice. The components of this program are designed to meet the educational expectations of our students, faculty and the community that we serve based on student, faculty, employer and Advisory Board feedback.

### PROGRAM OBJECTIVES

The 600-Hour Massage Therapist Program is intended to prepare students for state certification and gainful employment as Massage Therapists upon graduation from the program. Graduates of the MT program will be prepared to launch their own private practice, and/or find employment in spas, health centers, chiropractic offices, fitness centers, and any other related environment in which massage and bodywork is deemed appropriate. Additionally, students who have successfully completed the Massage Therapist Program will meet the requirements to be able to obtain the California Massage Therapy Council's Massage Therapist Certification and/or to sit for the National Certification Exam for Therapeutic Massage.

The program is taught in a four module format, each with specific class content as highlighted below. A variety of schedule options allow for completion times ranging from six to twelve months. Students will be awarded a certificate of completion after successfully completing all graduation requirements for the program.

Unless otherwise indicated, all classes are residential in nature and are held at The San Francisco School of Massage & Bodywork, 475 Valencia Street, San Francisco, California, 94103.

#### MODULE 1

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- Fundamentals of Massage Theory
- Body Mechanics
- Swedish Massage Technique
- Fundamentals of Anatomy & Physiology
- Ethics & Client Communication
- Universal Precautions / Hygiene
- Hands-on Practice & Integration
- Module 1 Clinic (20 Hours) at Massage Lab

#### MODULE 3

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- Advanced Massage Theory
- Deep Tissue & Myofascial Release
- Anatomical Systems, Physiology & Kinesiology
- Body Reading & Postural Assessment
- Pathology & Contraindications
- Practice Building
- Module 3 Clinic (20 Hours) at Massage Lab

#### MODULE 2

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- Basic Clinical Massage Theory
- Introduction to Therapeutic & Deep Tissue Massage
- Advanced Musculoskeletal Anatomy
- Kinesiology Basics & Project
- Client – Therapist Dynamics
- Professional Visibility
- Hands-on Practice & Integration
- Module 2 Clinic (20 Hours) at Massage Lab

#### MODULE 4

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- Advanced Massage Modality Theory
- Modal Massage Techniques
- Neuromuscular Massage Techniques
- Advanced Deep Tissue & Myofascial Release
- Advanced Anatomy, Physiology & Kinesiology
- Practice Management
- Module 4 Clinic (20 Hours) at Massage Lab

## PROGRAM CONCENTRATIONS

The Massage Therapist Program includes in the curriculum the four course subjects as described below:

SUBJECT	LECTURE HOURS	PRACTICAL HOURS	TOTAL HOURS
Massage Theory, Demonstration & Practice	140.5	151	291.5
Anatomy, Physiology, Pathology, Kinesiology & Contraindications	162.5	30	192.5
Business & Ethics	36	0	36
Clinical Practice	0	80	80
<b>Total Hours</b>	<b>339</b>	<b>261</b>	<b>600</b>

### Massage Theory & Practice

The field of therapeutic massage covers a broad spectrum of bodywork theories, techniques and modalities. At first glance, this may seem overwhelming to the incoming student. In light of this, the San Francisco School of Massage & Bodywork has worked diligently to create a course of study that focuses on the techniques and modalities that are in the most demand and have the greatest viability.

In this subject concentration, students begin their studies in the Massage Therapist Program by learning the foundations of massage, gaining essential skills and mastering an assortment of massage techniques, all within the classic Swedish massage framework. There is a considerable amount of time devoted to putting the newly learned theories into practice through hands-on, in-class applied practice. As the student progresses through the program, class content focuses in on learning the more specialized and specific modalities frequently required of today's massage professionals. Developing a mastery of these advanced techniques broadens the range of skills and heightens the practitioner's ability to adapt to suit a client's needs and requests. These hands-on classes consist of a short lecture, demonstration of techniques, and an instructor-guided practice session after which students have the opportunity to practice on one another. Emphasis is placed on proper body mechanics, communication skills, and developing self-awareness as a practitioner.

### Anatomy, Physiology, Pathology, Kinesiology & Contraindications

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

**Clinical Practice**

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

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

**Business & Ethics**

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

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

**PROGRAM SCHEDULES**

The 600-Hour Massage Therapist Program is offered with a variety of schedule options, or tracks, all designed to provide students a convenient choice when selecting a schedule that is most appealing or that best suits their lifestyle. Schedule tracks are offered continuously throughout a calendar year and all start dates are released and made available through our website and as an insert in our school catalog. Upcoming start dates and schedules can also be obtained by contacting the school and speaking with one of our friendly Admissions Guides.

TRACK	DAYS	TIME	WEEKLY HOURS	DURATION
Track 1: DAYS	Mon, Wed, Fri	9:00am – 6:00pm	24 hours average	6 months approx
Track 2: EVENINGS	Tues, Wed, Thur	6:00pm – 10:00pm	12 hours average	11 months approx
Track 3: WEEKENDS	Sat & Sun	9:00am – 6:00pm	16 hours average	12 months approx
Track 4: MORNINGS	Mon, Weds, Fri	9:00am – 1:00pm	12 hours average	11 months approx
Track 5: DAYS PART-TIME	Tues & Thurs	9:00am – 6:00pm	16 hours average	9 months approx

## GRADUATION REQUIREMENTS

The 600-hour Massage Therapist Program is an hours-based certificate program comprised of 520 classroom hours and 80 hours in the student clinic.

- Complete 520 hours of in-class instruction and hands-on practice.
- Complete 80 clock hours in the SFSM Student Clinic.
- Attendance: 92% is the minimum attendance benchmark required for graduation. To attain 92% attendance, a student must complete a minimum of 552 clock hours. 552 clock hours is equivalent to 12 absences for the entire program. An absence is equivalent to 1 (one) 4-hour class or 4-hour clinic shift.
- Score a minimum of 70% correct or on all written exams.
- Passing score on all practical (hands-on) examinations.
- Complete Anatomy Coloring Book assignments as listed in the anatomy section of the program manual.
- Complete and document a minimum of 10 practicum (practice) massages outside of class (Modules 1 & 2).
- Complete all reading assignments before class. Reading assignments are listed by class in the program manual.
- Kinesiology Project & Oral Presentation: A hands-on, written, and oral assignment allowing you to explore anatomy on a more intimate plane and gain confidence speaking in anatomical terms. Presentations will be given in class to your fellow classmates.
- Professional Visibility Project Assignments: Hands-on, written, and oral assignments allowing you to explore and develop professional skills relating to marketing, communication, practice management, and client relations. Presentations will be given in class to your fellow classmates.
- Case Study: At the beginning of Module 3, students will find an appropriate client and conduct five sessions utilizing the appropriate learned techniques, chart progress, and present findings/summary to the class.
- Make-up Assignments: Completion of all make-up assignments if applicable

## REGISTRATION AND TUITION

We are pleased to offer our 600-hour Massage Therapist Program, consistently regarded as among the best in California, at a remarkably competitive tuition cost.

**Please call us at (415) 474-4600 to register.**

PROGRAM	REGISTRATION	STRF*	BOOKS	TUITION	TOTAL DUE**:
600-Hour Massage Therapist	\$75.00	\$0.00	\$450.00	\$8,775.00	\$9,300.00

*THE TOTAL ABOVE REPRESENTS THE ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM AND THE CURRENT PERIOD OF ATTENDANCE AS THEY ARE ONE IN THE SAME.*

*Additional supplies required include: one set of colored markers or pencils (\$5+/-), one set of twin-size sheets (\$15+/-), t-shirt and sweat pants (\$40+/-), and project materials (\$25+/-).*

Regardless of when students are admitted and how they pay, all students are charged the same tuition. There is no sliding scale based on any circumstances. Charges are uniform and consistent.

The San Francisco School of Massage & Bodywork is a privately owned institution licensed to operate by the Bureau for Private Post-secondary Education. While SFSM does hold institutional accreditation through ABHES, we currently do not have access to Title IV Federal Student Aid programs, California State Financial Aid programs, federally backed loans (FAFSA) federal education grants, lifetime learning credits and/or GI bill funds. However, SFSM does provide a variety of flexible payment plans to suit different needs and preferences. Payment plan options may vary by program length. SFSM does not provide student loans of any kind. Students may choose to seek private educational lending through alternative sources. The principal amount of any privately acquired educational loan and any fees or interest incurred associated with privately acquired loan(s) are the sole responsibility of the student before enrollment, during the training and after graduation or withdrawal from educational programs at SFSM. The San Francisco School of Massage & Bodywork takes no responsibility for loan agreements made privately between students and their lending institutions.

*\* Student Tuition Recovery Fund – Mandatory tuition assessment instituted by the CA Bureau for Private Postsecondary Education.*

*\*\*Price represents the cash price of programs. Utilizing a payment plan may incur additional charges. These charges may vary depending on the payment plan chosen and the amount of down payment made. Please contact SFSM directly to discuss payment plan options and any additional charges.*

*Prices are subject to change without notice. Registration fees are non-refundable and are required to reserve a place in any program or workshop.*

*"I have learned so much here that I can hardly believe it. There are many knowledgeable and friendly teachers from many different backgrounds and modalities. We really get trained well to be professionals in the field."*

*~ Marshall Beichner, CMT*



## INSTRUCTORS

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**JIM BERNES**  
**Advanced Ortho-Bionomist**

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**Adjunct Instructor:**  
Massage Therapist Program,  
Ortho-Bionomy©

- Co-author of *Ortho-Bionomy: A Practical Manual*
- Quinnipiac University – BS Sociology
- New School of Massage
- Practice Started in 1979 / Focus: Ortho-Bionomy, Teacher Training and Business Practices



**BOB GAZSO, MS, CMT**

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**Adjunct Instructor:**  
Massage Therapist Program

- Eastern Connecticut State University - BA Economics
- Cal University of Pennsylvania - MS Rehabilitation Science
- Connecticut Center of Massage - New Britton, CT
- Masters level training in Exercise Physiology
- Practice started in 1997/ Specializes in working with injuries, chronic pain and post-surgical rehabilitation



**MAURY ARGENTO, CMT**

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**Adjunct Instructor:**  
Massage Therapist Program

- Practicing Certified Sports Massage Therapist
- Graduate of San Francisco School of Massage & Bodywork
- BS in Biology and Psychology from Washington University
- Certified in CAST (clinical surgical robotics procedures)
- College and US Army Athlete
- Facilitator for US Army Injury Training
- Additional training in Deep Tissue Massage, Sports Massage, Trigger Point Therapy, Peri-Natal Massage
- Maury owns and operates Maury's Massage and Body Health Practice, working to help athletes achieve their full potential.



**KAREN GRAMBERG, CMT**

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**Adjunct Instructor:**  
Massage Therapist Program,  
Deep Tissue Massage, Anatomy

**Co-Director:**  
Massage Therapist Program

- University of CA Santa Barbara – BA Sociology, BA Law & Society
- San Francisco School of Massage & Bodywork – Fundamentals of Massage, Bodywork Therapist
- Rolf Institute of Structural Integration – Advanced Foundations of Structural Integration
- Practice Started in 2003 / Focus: Deep Tissue Massage and Postural Support



**MARGARITA CAMARENA, CMP**

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**Adjunct Instructor:**  
Massage Therapist Program

- University of California – Davis / BA Arts
- University of California – Davis / BS Environmental Design
- San Francisco School of Massage & Bodywork – Graduate
- Practice Started in 2010 / Focus: Integrative Bodywork and Energy, Reiki



**ADRIENE COEN, CMT**

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**Adjunct Instructor:**  
Massage Therapist Program

- BFA from the Maharishi University of Management in Studio Art
- San Francisco School of Massage & Bodywork – Fundamentals and Advanced Massage Therapist programs
- Practice Started in 2008 / Focus: Deep Tissue, Pregnancy massage, Ortho-Bionomy, Lymphatic massage, Reiki



### RACHEL JOHNSON, ABT

**Adjunct Instructor:**  
Asian Bodywork Programs -  
Shiatsu and Thai Massage

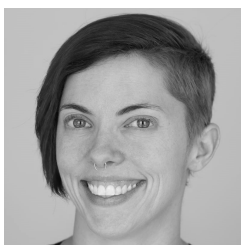
- University of York, England – BA English & Art History
- San Francisco School of Massage & Bodywork - Graduate
- Shiatsu Institute & Therapy Center
- Practice Started in 1991 / Focus: Shiatsu and Thai Massage



### JEFF FORD, CMP

**Adjunct Instructor:**  
Massage Therapist Program

- Rensselaer Polytechnic Institute – Bachelor of Science
- San Francisco School of Massage & Bodywork – Fundamentals & Advanced Massage Programs - 200+ Hours of CE Classes
- Additional training in Deep Tissue, Thai Massage, Dynamic Stretching, and Trigger Point Release
- Practice Started in 2012 / Focus: Clinical Bodywork, Deep Tissue



### EMILY HALTOM, CMT

**Adjunct Instructor:**  
Massage Therapist Program

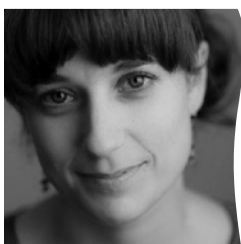
- Master of Arts in Teaching - University of San Francisco
- SF School of Massage and Bodywork - 500 hour Massage Therapist Program
- Additional training in Deep Tissue, Thai Massage, Dynamic Stretching, and Reiki
- Practice Started in 2015 / Focus: Clinical Bodywork



### SHARON OSHITA, ATC, CMT

**Adjunct Instructor:**  
Massage Therapist Program,  
Anatomy

- University of Utah – BS and MS in Exercise and Sports Science
- Utah College of Massage Therapy – Professional CMT Program
- Practice Started in 2001 / Focus: Sports Medicine, Swedish, Spa Management



### LEAH KENNEDY, CMT

**Adjunct Instructor:**  
Massage Therapist Program,  
Pregnancy & Postpartum Massage

- University of Idaho – BA English Literature
- Usui System of Natural Healing – 2nd Degree Reiki
- San Francisco School of Massage & Bodywork - Advanced Massage Therapist
- Body Therapy Associates - Pre and Perinatal Massage
- Milne Institute of Visionary CranioSacral Work - Adult and Pediatric CranioSacral
- The Simkin Center for Allied Birth Professionals – Childbirth Educator
- Practice Started in 2001 / Focus: Deep Tissue, energetic integration, Prenatal & Postpartum Massage



### LILLI ANN PAPALOUKAS, CMT

**Adjunct Instructor:**  
Massage Therapist Program,  
Anatomy

- San Francisco State University – BS Marketing
- City College of San Francisco – AA Hotel & Restaurant Management
- Transworld School, San Francisco – CTESOL Teaching Certificate
- San Francisco School of Massage & Bodywork – Fundamentals of Massage, Shiatsu Practitioner and Bodywork Therapist Programs
- Practice Started in 2007 / Focus: Clinical bodywork integrating Eastern and Western philosophies and techniques





**MARTY MORALES**  
**Certified Advanced Rolfer, Rolf  
 Movement Practitioner, CMT**

**Adjunct Instructor:**  
 Deep Tissue Massage

- Founder of the Morales Method™
- Author of *Mastering Body Mechanics: A Visual Guide for Bodyworkers Incorporating the Mind-Body Connection*
- California State University Northridge – BS Finance & Real Estate
- Loyola Marymount University – MBA Finance
- San Francisco School of Massage & Bodywork – Fundamentals of Massage and Bodywork Therapist Programs
- Rolf Institute of Structural Integration – Certified Advanced Rolfer & Rolf Movement Practitioner • Practice Started in 2003 / Focus: Rolfing and Deep Tissue Massage specializing in spinal mechanics



**ART RIGGS**  
**Certified Advanced Rolfer**

**Adjunct Instructor:**  
 Deep Tissue Massage

- Author of *Deep Tissue Massage: A Visual Guide to Techniques*
- Producer of *Deep Tissue and Myofascial Release: A Video Guide to Techniques*
- Drake University – BS Psychology, MA English
- UC Berkeley – two years of PhD in Exercise Physiology
- McKinnon Body Therapy Institute – Basic Massage Certification
- Rolf Institute of Structural Integration – Certified Advanced Rolfer
- Practice Started in 1986 / Focus: Rolf Structural Integration, Therapeutic Myofascial Release and Soft Tissue Manipulation for injuries and general health.



**ERIC RUBIN, DC, CMT**

**Adjunct Instructor:**  
 Massage Therapist Program

- University of Illinois – BA Philosophy
- Life Chiropractic College West – Doctor of Chiropractic
- San Francisco School of Massage & Bodywork – Fundamentals, Bodywork Therapist, Shiatsu, Advanced Asian Bodywork, Insight Bodywork
- California Pacific Medical Center Institute for Health and Healing – Integrative Medicine Program: Hospital Massage & Bodywork



**LUCY RUSH, CMT**

**Adjunct Instructor:**  
 Massage Therapist Program

**Co-Director:**  
 Massage Therapist Program

- University of Arizona / San Francisco State University – BA Physical Education and Dance
- Massage Training: Getting in Touch, The McKinnon Institute, Chikly Health Institute, The Milne Institute and California Pacific Medical Center Institute for Health and Healing – Integrative Medicine Program: Hospital Massage & Bodywork
- Practice Started in 1979 / Focus: Post-operative Lymphatic Massage and restorative bodywork



**NICOLE CAVANAUGH, CMT**

**Adjunct Instructor:**  
 Massage Therapist Program

- Certified Massage Therapist ~ 1995 Graduate of San Francisco School of Massage / Cert. Shiatsu Practitioner ~ Shiatsu Institute
- BS, The University of Iowa, Iowa City, Iowa
- Additional study in Deep Tissue Techniques, Reiki, Reflexology, Pregnancy massage & other advanced massage techniques
- Over 20 years experience in the massage industry includes maintaining a private practice in SF and spa industry management
- In the classroom, Nicole's emphasis is on the ultimate safety and endurance of the practitioner through proper body mechanics, self-maintenance, and mindfulness.

## ADMINISTRATIVE STAFF

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**GARY WITT, Owner / School Director, Program Director, Admissions, CMT, Certified Rolfer** – Gary acts as the full-time School Director and is the owner of the San Francisco School of Massage & Bodywork. In January 2010, he purchased the already existing and successful massage school having built a successful and profitable massage business of his own. Gary has been a Certified Massage Therapist and a Certified Roling Practitioner since 1998 and has years of experience in management in both the massage field and the field of technology and customer support. From 2008 to 2010 he was also an instructor at the San Francisco School of Massage & Bodywork. In addition to his numerous certificates in massage and bodywork training, Gary also holds a Bachelor of Science degree in Sociology from Northern Arizona University.

**SARAH PARTOS, Assistant Director, Admissions Guide, CMT** – Sarah is a State Certified Massage Therapist and is employed full-time as SFSM’s Assistant Director. In her role, Sarah is responsible for providing student support, collecting and analyzing data for all programs and running the Job Placement Assistance Program. Before coming to the San Francisco School of Massage & Bodywork, Sarah spent five years acting as the student services liaison and administrative professional for an international English school in San Francisco. In addition to her administrative work at SFSM, Sarah has completed the 500 hour Massage Therapist program at the school, receiving her Certified Massage Therapist designation in December of 2012 and has been working as a professional massage therapist since.

**JEFF FORD, Clinic Manager, CMP** – As manager of SFSM’s massage clinic, Jeff oversees the day to day operations of the school clinic and supervises student participation including all scheduling, attendance, and client interactions. Jeff has been employed part-time at the school since February of 2012 and has been instrumental in creating and establishing clinic policies and procedures. Jeff has been a certified massage practitioner since 2012 and maintains a burgeoning private massage practice. Prior to his employment at the San Francisco School of Massage & Bodywork, Jeff worked as a software engineer for several years, was manager of a Fed-Ex shipping center, and was the owner and manager of an internet cafe in Atlanta, Georgia.

**ADRIENE CRIMSON COEN, Student Services, Admissions Guide, CMT** – Since 2008 when Adriene completed her first massage training at SFSM, she has gone on to complete numerous programs and continuing education courses with the school, consistently sharpening her professional acumen. A California Certified Massage Therapist, she began working with SFSM in 2014 as a receptionist and has since transitioned into her role as SFSM’s Student Services Representative and Admissions Guide. Possessing a BFA from the Maharishi University of Management in Studio Art, Adriene brings a creative and detail-oriented eye to SFSM, merging her unique perspective with her vast administrative, massage, and spa experience to great benefit to our students. In her role as an Admissions Guide, Adriene provides guidance and insight for incoming students during admissions, assisting them in their discovery and registration process. She also provides essential student support, collecting and managing important attendance, graduate, and demographic data critical to the efficacy of SFSM’s programs. Adriene currently maintains a healthy private massage and esthetics practice in San Francisco.

**EMILY HALTOM, Student Services, Admissions Guide, CMT** – Emily is an alumni of the San Francisco School of Massage & Bodywork and a Certified Massage Therapist. After graduating, Emily pursued further education in bodywork by completing multiple workshops; including Reflexology, Reiki, Acupressure, Advanced Neck Work, and Chair Massage; all with the talented teachers of SFSM. Emily’s wonderful experience at SFSM motivated her to stay at the school in whatever capacity she could. Starting at the front desk, she quickly became a clinic instructor for the student clinic, and has now dug in further to become part of the administrative team in Student Services. Emily feels very grateful to be able to support the students of SFSM as they pursue their own careers in bodywork.

**MARLIZ RAMIREZ, Student Services, Admissions Guide, CMT** – Mar is dedicated and passionate about the importance of self-care and bodywork. In addition to Mar’s role as an admin at SFSM, she also maintains a thriving private massage practice where she utilizes her understanding of various modalities and anatomy to tailor each session to best suit her client’s needs. Mar is a graduate of the San Francisco School of Massage & Bodywork where she received comprehensive training in Swedish, Deep Tissue, Pre-Natal, Myofascial Release, and Sports Massage. She loves being an integral part of the administration team at SFSM and enjoys counseling current students and helping prospective students discover their passion for massage. Mar loves what she does and continually strives to find ways to learn and grow more within her career.

## STUDENT SERVICES

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The San Francisco School of Massage & Bodywork is pleased to offer a variety of services to the student both inside and outside the classroom environment.

### LIBRARY AND RESOURCE MATERIAL

SFSM maintains a reference library of books and materials for students enrolled in all our programs. These reference materials include books on massage and bodywork, business practices, anatomy and physiology, science, energy work and other subtle modalities, and other bodywork related resources. All reference books and materials are property of SFSM and are not to be removed from the premises at any time. Library Access Procedures: Students may access library resources at any time during the school's operating hours. Access is freely available without request, and students may utilize any materials on the library shelves, which are located in the student lounge next to the kitchen.

### PLACEMENT ASSISTANCE

The San Francisco School of Massage & Bodywork is very pleased to be able to offer job placement services to all our program graduates. Upon successful completion of the Massage Therapist program, and the subsequent obtainment of the State of California's Massage Therapist Certification, graduated students will work closely with a Student Services Representative to find the best available employment opportunities in the field of massage and bodywork.

### HOUSING ASSISTANCE

SFSM does not provide housing, dormitory or lodging facilities for students. However, we do maintain a network of available rental opportunities in the area. Rental costs vary based on length of stay. Nightly rates range from approximately \$85 - \$250. Weekly rates range from approximately \$265 - \$1000. If you are in need of housing, please contact a SFSM for assistance.

### TUTORING AND ACADEMIC ADVISING

Academic advising and tutorial help is available to those students in need. We offer specialized one on one advising and tutoring, and offer periodic free classes and seminars designed to help students gain more confidence and support in mastering both massage techniques and academic requirements. Please contact a Student Services Representative for more information.

### PRACTICUM ROOMS

SFSM provides, free of charge for its students, private treatment areas to complete outside of class hands-on practices. Typically these rooms are available on a first come first served basis during office and class hours on weekdays only. To make a reservation for a treatment room, students should call the front desk at 415-474-4600 with a desired time and day for the appointment.

### OTHER SERVICES

SFSM is pleased to offer an on-site community resource guide to all our enrolled and graduated students. This guide is available at the front desk and is a great resource for a plethora of services ranging from childcare assistance, alcohol and drug counseling, personal counseling, sexual abuse services, suicide hot lines, legal assistance, and free and low cost medical services.

## LEGAL DISCLOSURES, RULES AND ACADEMIC STANDARDS

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### **LEGAL DISCLOSURES:** *As required by the California Bureau for Private Postsecondary Education*

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education, Physical address: 2535 Capitol Oaks Dr. Suite 400, Sacramento, CA 95833. Mailing Address: PO Box 980818, West Sacramento, CA 95798-0818, Web Site Address: [www.bppe.ca.gov](http://www.bppe.ca.gov), Phone: 916-431-6959, Toll Free: 888-370-7589, Fax: 916-263-1897.

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

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

The transferability of credits you earn at San Francisco School of Massage & Bodywork is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the Massage Therapist Program is also at the complete discretion of the institution to which you may seek to transfer. If the certificates that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending the San Francisco School of Massage & Bodywork to determine if your certificate will transfer.

### **RECOGNITION OF CREDITS TRANSFERRED FROM OTHER INSTITUTIONS**

The San Francisco School of Massage & Bodywork will only recognize credit hours from other California Massage Therapy Council (CAMTC) approved schools where the curriculum is substantially similar in scope and content to one or more Modules of the Massage Therapist Program. Transfer hours will not be absorbed into the hours received from the San Francisco School of Massage & Bodywork. Applicants must submit transcripts from all schools attended when applying for state certification through the CAMTC. Please note; the CAMTC reserves the right, in its sole discretion, to not accept any or all transfer hours. Transferred credit hours will be rounded down to the nearest equivalent SFSM module and the student shall begin at the subsequent module in the program of study. For example, a student who received 325 hours of substantially similar training would be credited academically for 300 hours of training at SFSM and credited with having completed Modules 1 & 2 at SFSM. Similarly, financial credit shall be awarded equivalent to the portion of credit hours transferred. Therefore, a student who transferred 150 hours from another institution would be discounted 150 hours of tuition at SFSM. Transfer hours may not make up more than 50% of the 500 hours required by the CAMTC for certification therefore SFSM may not allow students to transfer into the Massage Therapist program starting any later than Module 3.

To receive transfer of academic credits, students will be required to complete a written exam or exams comparable as required for passing an individual module or program. Hands-on examinations are administered at an additional expense of \$75 to ensure basic hands-on competencies. However, "testing out" is otherwise not applicable. SFSM does not grant credit for professional experience, non-credit classes, or classes or programs completed from institutions not recognized by the state of California or an appropriate accrediting bureau recognized by the Department of Education or by the National Certification Board for Therapeutic Massage & Bodywork. This institution has not entered into an articulation or transfer agreement with any other college or university.

Tuition adjustments for transferred credit will be based on the clock hour value of the program tuition charged. Financial credit will be equal to the hours transferred multiplied by the tuition per-hour for the program of study at SFSM less books, registration, and Student Tuition Recovery Fund fees (when applicable). Due to the integrated nature of SFSM's programs, transfer of credits will not exempt students from attending classes. All transfer students are expected to attend every class as scheduled for their program of study.

### **NO GUARANTEE OF EMPLOYMENT OR LICENSURE EXPRESSED OR IMPLIED**

Completing training at the San Francisco School of Massage & Bodywork is NOT a guarantee of licensure. Other factors such as, but not limited to, conviction of a felony or misdemeanor substantially related to the field, conviction of a sexual crime, revocation of a previous license in another state or municipality, immigration status or other issues may prevent or substantially inhibit graduates from obtaining proper licensure or permit. Further, completion of training at SFSM does not guarantee employment upon completion of requisite course work and licensure.

At the time of publication, licensure is not a requirement for employment in the field of Massage Therapy in the state of California. Voluntary Certification (CMT) is recommended, however each city and county has its own unique requirements. Applicants for voluntary certification must be 18 years of age or older, pay a \$200 fee, submit fingerprints and pass a criminal background check, have successfully completed a minimum of 500 hours of training at a CAMTC approved school and have not violated any of the provisions of the California Massage Therapy Act or any policy, procedure, or regulation of CAMTC. Detailed Information can be obtained on the California Massage Therapy Council website at <https://www.camtc.org/requirements-to-certify/>.

## ADMISSION POLICIES

To apply for admission at the San Francisco School of Massage & Bodywork (SFSM), applicants must schedule a personal interview. The interview is conducted on campus and includes a full tour of our facility along with a written questionnaire. All qualified students shall be over the age of 18 and must possess at least a high school diploma or its equivalent. SFSM does not accept Ability to Benefit Students. Acceptance to the school will be determined based on the results of the applicant's written questionnaire and personal interview with the school's Admissions Representative. Successful applicants must demonstrate the ability to fulfill program requirements as determined through the admissions interview process.

The San Francisco School of Massage & Bodywork does not provide English-as-a-second language instruction or English language services. All instruction takes place in English and students must show an intermediate level of proficiency in all areas of the English Language including speaking, reading, writing and oral comprehension. Demonstration of English proficiency is satisfied by documenting successful completion of High School or equivalent and through successful completion of the admissions interview process. If an individual seeking admission into SFSM's program is not able to demonstrate adequate proficiency through the admissions questionnaire and interview, the applicant may be asked to take the Test of English as a Foreign Language (TOEFL iBT). The San Francisco School of Massage & Bodywork does not discriminate in admission or access to our program on the basis of age, race, color, sex, disability, sexual orientation, religion or national origin.

## MINIMUM ACADEMIC STANDARDS AND SUSTAINABILITY OF ENROLLMENT

The San Francisco School of Massage & Bodywork applies a standard for satisfactory completion of educational obligations for all of its programs. These standards are applied equally to all students in all academic programs of study regardless of an individual's financial aid status. Failure to successfully meet these requirements may result in cancellation of the enrollment agreement and termination of a student's enrollment. The standards are as follows:

All students must attend and complete the required classes within the maximum time stated on the enrollment agreement. The maximum time to complete all requirements shall not exceed 150% of the program length. Failure to complete within the allotted time will result in nullification of the enrollment agreement and of the student's active status. Students who exceed the maximum time to completion and restart training with a later program shall be subject to a \$50 reactivation fee.

For all students Attendance is evaluated at the end of each Module. At the end of the first 150-hour Module/ payment period of the Massage Therapist Program, the students' academic progress will be reviewed to determine if students are maintaining Satisfactory Academic Progress. Any student having a cumulative attendance of 84% or less, or a passing score of less than 70% within any module will be below the minimum acceptable standard for each category, and will be placed on probation status. Academic probation status lasts for one payment period only, during which a student may continue to receive FSA funds.

All students must successfully complete assignments for a particular program within the maximum allotted time provided as noted on the enrollment agreement upon registration. Evaluation of the progress of assignments will be assessed for each of the modules upon completion of the scheduled classroom hours. Students shall not exceed the maximum time allotted for completion of the entire program as stated on the enrollment contract under the section that says, *"You have until the maximum completion date to complete all course requirements, assignments, projects, clinical practice, and testing."*

**Allotted Times per Module and per Program:** Anticipated time to completion means, the time allotted for students to complete all classes, assignments, testing, clinics, and any make up assignments or other requirements within a module or program. If a student exceeds the anticipated completion time of a module or program, they will be warned of the academic deficiency and given a maximum time to complete the missing requirements. The maximum time to completion means the absolute total time to complete all classes, assignments, testing, clinics, and any make up assignments or other requirements within a module or program.

If a student exceeds the maximum time to completion of a program, they will be placed on academic suspension probation and be required to meet with an administrator to develop an action plan for completing all outstanding requirements within a reasonable amount of time. Failure on the part of the student to adhere to said action plan will result in dismissal from the program per the "Academic Probation and Suspension" policy below unless an appeal is filed and accepted per the subsequent "Academic Standards Appeals" policy.

Modules: The maximum time to completion of a module is 2 times the duration of scheduled classes.

Programs: The maximum time to complete any program shall not exceed 150% of the duration of scheduled classes.

**600-HOUR MASSAGE THERAPIST PROGRAM MAXIMUM COMPLETION TIMES:****Track 1: DAYS**

- Consists of four 150 hour modules / 27 weeks of classes, 41 weeks to 150% completion
- Each Module = 6 weeks of classes, 9 weeks anticipated, 12 weeks maximum
- Each payment period will be no longer than 20.5 weeks

**Track 2: EVENINGS**

- Consists of four 150 hour modules / 49 weeks of classes, 74 weeks to 150% completion
- Each Module = 11 weeks of classes, 17 weeks anticipated, 23 weeks maximum
- Each payment period will be no longer than 37 weeks

**Track 3: MORNINGS**

- Consists of four 150 hour modules / 49 weeks of classes, 74 weeks to 150% completion
- Each Module = 11 weeks of classes, 17 weeks anticipated, 23 weeks maximum
- Each payment period will be no longer than 37 weeks

**Track 4: DAYS PART-TIME**

- Consists of four 150 hour modules / 40 weeks of classes, 60 weeks to 150% completion
- Each Module = 9 weeks of classes, 14 weeks anticipated, 18 weeks maximum
- Each payment period will be no longer than 30 weeks

**ATTENDANCE AND MAKEUP POLICY**

The San Francisco School of Massage and Bodywork programs are clock-hour programs. All classroom hours and clinical hours must be completed in order for students to qualify for graduation. A single class is defined as one 4 hour block of instruction or one 4 hour clinic block. As a result, students who miss a full day (8 hours) in the PART-TIME DAYS, or DAYS program schedules will have missed two (2) 4 hour classes. Therefore, a student's commitment to regular attendance is paramount to their successful completion of the Massage Therapist Program. In the event that a student is unable to attend a particular class or day of classes due to illness or other unforeseen circumstances, that student will be required to make up the missed class(es) in one of three possible ways, listed in order of efficacy below, at the direction of the administrative staff:

- 1. Repeat the class in another schedule:** This is the best way to make up a missed class as it allows the student to attend the same class with a different program schedule. For example, a student who misses a class in the DAYS program schedule may be able to makeup the same class in the DAYS PART-TIME schedule shortly thereafter. This option may not always be possible due to the class or student's availability or because the proximity of the makeup class to the missed class would not effectively support a student's learning. There is no additional charge to make up a class through this method.
- 2. Complete a class makeup tutorial with an instructor:** The next best way to make up a class is via a tutorial with one of the instructors. Tutorials allow students to receive direct instruction and feedback in place of the missed class. Makeup tutorial sessions will include a mix of one on one instruction, hands-on practice when applicable, and post-tutorial assignments. Tutorials are available at an additional expense of \$75 per hour not to exceed \$150 per class tutorial. If multiple students miss the same class, they can split the cost of the tutorial between them. All tutorial fees must be paid directly to school administrative staff immediately following the completion of the tutorial. All tutorials must be completed on campus unless otherwise approved by an administrator.
- 3. Complete a written and/or practical assignment:** This is the least desirable way to make up a missed class and is only available for specific classes. Makeup assignments are available for the majority of classes in modules 1 and 2 are can be downloaded directly through our online student portal at <http://students.sfschoolofmassage.com>. However, due to their advanced and highly hands-on nature, most makeups for modules 3 & 4 will require attending the class with a different track or completing a tutorial with an instructor at an additional expense as outlined above. Additionally, students may only make up a maximum of three (3) classes by written assignment per module. Subsequent absences will be required to be made up through one of the other two above listed methods, unless otherwise approved by an administrator.

**Tardiness:**

Please arrive to class ten (10) minutes early. This will allow you time to get your materials together, use the restroom, and get settled in for class. SFSM programs are clock-hours based and therefore promptness is necessary to avoid missing any essential material. Students who arrive to class ten (10) to thirty (30) minutes late or who leave class ten (10) to thirty (30) minutes early will be marked tardy. A student is allowed three (3) tardy marks per module. For any tardy marks subsequent to the third (3rd), the student will receive an absence towards their overall program attendance and will be required to complete a makeup assignment to account for class hours missed. Students marked absent due to tardiness will be subject to the academic probation policies in the next section below. Students who arrive more than thirty (30) minutes late for a class or who leave more than thirty (30) minutes early will be marked absent and will be subject to the makeup policy outlined above.

Tardiness applies to the entire class period. This includes coming back from classroom breaks in a timely manner. Excessive failure to return from break at the time specified by the teacher will result in a tardy without the 10 minute grace period mentioned above.

## ACADEMIC PROBATION

There are two ways in which a student may be placed on academic probation: insufficient attendance and/or outstanding requirements for previous modules.

Attendance is measured both per module and in total for the program. Students are allowed to miss up to three (3) classes per module without serious repercussions. One class is equivalent to one (1) four-hour class period. A passing attendance grade requires that students who miss more than three (3) class periods in one Module make-up clock hours using one of the methods outlined in the Attendance and Makeup policy. Three (3) class periods is equivalent to 92% attendance.

Upon accruing a fourth (4th) absence within a particular module, the student will be issued a warning that they are approaching the maximum number of absences within a module.

Upon accruing a sixth (6th) absence in a particular module, the student is placed on academic probation, at which point the student must meet with an administrator within seven (7) days of receiving their notice of probation to create a plan of action for making up missed classes. Failure to respond to a notice of probation and/or any further absences accrued while on probation will result in the student's un-enrollment from their current program for an inability to maintain the minimum academic and attendance standards. Students may appeal un-enrollment by submitting a letter for review by the director.

Makeups for each module are expected to be turned in by the mid-way point of the next module. Should a student fail to turn in makeup assignments by the mid-way point of the next occurring module, SFSM's administrative staff will begin sending academic notices with a maximum date of completion for the assignment(s) not to exceed the end of the following module. For example, any makeups for module 1 must absolutely be turned in by the end of module 2 or the student faces academic probation. Should a student fail to hand in all make up assignments by the end of the next successive module, they will be placed on academic probation and subject to un-enrollment.

Students may not exceed a cumulative total of twelve (12) absences within the entirety of the 600 hour Massage Therapist training program.

Upon accruing an eleventh (11th) absence within the entire 600 hour Massage Therapist program, the student will be notified that they are close to exceeding the maximum number of absences for the program. All absences accrued during a program, including clinic shifts and those resulting from excessive tardiness, will be counted towards the maximum number of allowed absences, whether or not they have been made up.

Upon accruing a twelfth (12th) absence within the entire 600 hour Massage Therapist program, the student will be placed on academic probation for the program and notified that missing one (1) more class will result in their un-enrollment from the program. All absences accrued during a program, including clinic shifts and those resulting from excessive tardiness, will be counted towards the maximum number of allowed absences, whether or not they have been made up.

Upon accruing the thirteenth (13th) absence within the entire 600 hour Massage Therapist program, the student will be automatically unenrolled from the program. Un-enrollment must be appealed within 7 days of the notice of un-enrollment. If no appeal is received, or if the appeal is denied, the student will be issued a refund for unused tuition or an invoice for unpaid balances within 45 days of the student's last academic interaction with the school.

## LEAVE OF ABSENCE

A student may request a leave of absence from any program for reasons such as health problems, pregnancy, surgery, family tragedy, extended travel or work commitments that prevent the student from effectively engaging in the classroom. Students taking a leave of absence must complete all of their course requirements within 150% of the original program length, as noted next to the Maximum Completion Date on the Enrollment Agreement signed at registration.

For example, if a student is enrolled in a 6 month program, and they take a leave of absence, they must complete all program requirements within 9 months from the start date of the original track of enrollment.

If a student fails to satisfy these course requirements within the allotted time, the student will be subject to any changes in requirements, policy and/or tuition and may be responsible for paying a \$50 reactivation fee.

## GRADING

SFSM maintains two Satisfactory Academic Progress requirements. One is qualitative and one is quantitative. The school maintains all student progress records in both categories. All program modules are graded in three essential categories:

### Attendance – 33.3% of total grade

- Class attendance
- Class participation
- Clinical attendance

### Assignments – 33.3% of total grade

- Practicums
- Professionalism and business assignments
- Anatomy homework, reading assignments, projects and presentations

### Testing – 33.3% of total grade

- Quizzes
- Final written exams
- Final practical exams

The San Francisco School of Massage maintains a pass/fail grading system. Each program module will contain assignment, attendance and testing requirements. The total results of each are combined to achieve either pass or fail grade for the module. Module grades are combined to attain a program score; therefore, a student must achieve a passing grade in each module of a program to constitute a passing grade for an individual program. A passing attendance grade requires that all class and clinic hours are attended or made up through one of the methods listed in the attendance and makeup policy above. Failure to complete all classroom or clinical hours or their equivalent makeups constitutes a fail of the attendance section.

A passing assignments grade requires that all assignments are completed to their individual standards as defined in the syllabus. Failure to complete all assignments constitutes a fail of the assignments section. Students are also required to actively participate during both hands-on and lecture classes. Hands-on participation includes giving and receiving massage. Lecture participation includes attentiveness, providing answers when called upon, and engaging in class or small group activities and discussions. Failure to participate in any one class will result in an absence for that class. Excessive failure to participate throughout any particular module will result in overall failure of the attendance section for that module. Students who fail in the attendance section of a module may be required to retake the module. A passing assignments score requires that all assignments are completed to their individual standards as defined in the syllabus. Failure to complete all assignments constitutes a fail of the assignments section.

A passing score for quizzes, tests and practical evaluations requires attainment of a score of 70% or above. A score of 69% or below constitutes a failing score for any test or exam. Failed written tests may be retaken by making an appointment with the administration to retake the exam. Hands-on examinations may be retaken by performing the exam outside of scheduled classes with an instructor or qualified staff member at an additional expense of \$75 to cover the additional time required for individual examinations.

Failure of any individual area; attendance, assignments or testing, will constitute a failure of that individual module. Students must satisfactorily complete and receive a passing grade for each module within the maximum time to completion in order to complete subsequent modules within a program. Failure to attain a passing grade within that time results in the student being dismissed from the program.

Title IV students who fail to attain an overall passing score of 70% at the evaluation points of 150, 300 or 450 scheduled clock hours will be placed on financial aid warning for subsequent evaluation periods. The student must raise their cumulative scores to 70% or better by the end of the warning period. If they fail to do so financial aid eligibility is terminated. Once financial aid eligibility has been terminated they must file an appeal with the School Director if they want to remain in school. After a successful appeal the student will be placed on financial aid probation and will not be eligible for additional funding.

Students who are dismissed may re-enroll in the program they were dismissed from with the assessment of a \$50 reactivation fee. Any existing unearned tuition shall be applied as credit towards the student's new enrollment and any hours scheduled but not paid for by existing credit shall be the sole responsibility of the student. Students who dispute their dismissal may appeal the decision, as below.

### **ASSESSMENT OF STANDARDS AND ACADEMIC PROBATION**

Satisfactory Academic Progress (SAP) is assessed at several points during each module throughout a program. SAP applies to all students regardless of whether they are receiving Title IV funds. A final SAP evaluation is done at 150, 300, 450 and 600 hours. These correspond to the lengths of each module in the four (4) module program.

The school must determine that the student has successfully completed both the clock hours and weeks of instructional time required for the period evaluated. For students receiving Title IV funds, at the periods of 150, 300 and 450 scheduled clock hours if a student is not meeting the SAP requirement they will be placed on financial aid warning status for subsequent evaluation periods. A Title IV eligible student is still eligible for Federal Student Aid Title IV funding while on financial aid warning.

For students receiving Title IV funds, at the periods of 150, 300, 450 and 600 scheduled clock hours if a student is not meeting the SAP requirements and wishes to remain in school they must appeal the unsatisfactory progress status. The appeal must be given to the School Director for evaluation. If the school director approves the appeal, the student will be placed on probation for the subsequent evaluation periods. Students who had been receiving Title IV funds would not receive any additional financial aid funding at this point.

### **ACADEMIC STANDARDS APPEALS**

Students who are dismissed from a program due to a failure to meet these minimum academic standards as contained herein may appeal their dismissal by writing a letter of appeal to the Director, Gary Witt to have their specific circumstances and the termination of their enrollment reviewed by an administrative committee within 7 days of the receipt of the letter of appeal. The student must demonstrate to the committee substantial conditional prohibitions to overturn a decision to disqualify a student from enrollment due to a failure to meet the academic standards. Substantial conditions include but are not limited to; physical injury, mental health issues, trauma, severe illness or hospitalizations, deaths in the family, incarceration, or other conditions reasonably beyond the control of the individual student. The committee shall review the student's unique circumstances and determine if the student could have in good faith meet the academic standards despite the conditional prohibitions and whether or not the academic dismissal shall stand. Students shall be notified of the decision of the committee within 30 days of the receipt of their letter of appeal.



Should the committee reinstate the enrollment of a particular student, their re-enrollment shall commence at the beginning of the next appropriate module beyond the last module the student had satisfactorily completed.

Should the committee uphold an academic dismissal, dismissed students are invited to restart their program at the next available module start date with the assessment of a \$50 reactivation fee. The balance of any financial credits for unearned tuition from the program the student was dismissed from will be applied to the tuition of that new program and any program hours scheduled but not covered by such credits shall be the financial responsibility of the student. Upon re-enrollment, a new start date, anticipated completion date and maximum time to completion shall be set and any existing academic probations reset as though the student were a new enrollee. However, copies of any academic warnings issued will exist within that student's permanent academic record and will have bearing on any future academic deficiencies that may arise in subsequent programs.

A student on probation for a payment period may not receive title IV funds for the subsequent payment period unless the student makes Satisfactory Academic Progress or SFSM determines that the student met the requirements specified in the student's academic plan.

### **WITHDRAWALS AND INCOMPLETES**

Students who withdraw from a program before completion shall be credited up to the last whole module completed and scored as incomplete for the program. Students with an incomplete due to withdrawal will have the option to restart classes at the appropriate level, that level being equivalent to the module following the last satisfactorily completed module within their program of study. For example, if a student has completed modules 1 and 2 of the 600 Hour Massage Therapist program but withdrew several classes into module 3, the student may restart back at the beginning of module 3 at the next opportunity to do so in their chosen schedule but not to exceed 24 months from the original start date. Incomplete hours shall appear on a transcript as "incomplete" only and shall not list partial hours.

Incomplete hours from other programs not held at the San Francisco School of Massage & Bodywork shall not be recognized and constitute hours of credit towards SFSM programs.

### **NOTICE OF NON-DISCRIMINATION**

The San Francisco School of Massage does not discriminate on the basis of race, age, gender identity or sexual preference and further, does not tolerate discriminatory behavior on campus.

### **RULES OF CONDUCT**

All students shall be expected to conduct themselves in accordance with the rules and regulations of the San Francisco School of Massage & Bodywork. Failure to meet these expectations may result in written warnings or permanent infractions recorded in the student's records, dismissal from programs and permanent banning from participation in future courses, workshops and school events. Students will be notified in writing of any violations and disciplinary actions taken against them and this document will be included in the student's academic record. The rules and regulations of the San Francisco School of Massage & Bodywork are as follows:

**Weapons, Tobacco, Alcohol and Drugs:** The San Francisco School of Massage & Bodywork has a zero tolerance policy with regard to weapons, tobacco, drugs and alcohol. At no time are knives, guns, fireworks, explosives or other such dangerous and potentially harmful devices allowed on school property. Use of tobacco products, including smokeless tobacco and nicotine vaporizers are prohibited on school grounds. Likewise, alcohol, illegal drugs and/or being under the influence of said substances is strictly prohibited on school grounds. If a student is found to be in possession of the aforementioned items or deemed to be under the influence of drugs and/or alcohol, or otherwise in violation of these policies, they will, at a minimum be asked to leave the school pending an administrative committee review. The review shall be conducted in a timely manner not to exceed 30 days and will determine what, if any, disciplinary actions are required. Students will be notified in writing of any disciplinary actions being taken and a copy of this shall be included in their academic records. Where appropriate, law enforcement will be contacted. Disciplinary actions may include, but are not limited to, a written infraction to be included in the student's permanent records and/or immediate dismissal from the school at the recommendation of the administrative committee and discretion of the Director, Gary Witt and based on the severity of the violation. Two violations of these rules shall result in immediate termination of enrollment and denial of enrollment in future courses, workshops, and school functions, no exceptions, no appeals.

**Communication:** Students are expected to communicate in a fashion appropriate for the classroom environment and comments, jokes, or other communications that are deemed inappropriate, including but not limited to; comments of a discriminatory, sexual or violent nature, will be reviewed by the Director, Gary Witt and an administrative committee, and if appropriate, disciplinary action will be taken. The safety and wellbeing of our students is of the utmost importance, therefore, communication or conduct deemed to be of an inappropriate nature is taken very seriously and a no tolerance

policy exists where discrimination, unwelcome sexual comments or advances and violent comments or threats are concerned. Students engaging in this type of behavior will be dismissed immediately. A student dismissed for these reasons may write a letter of appeal to Director, Gary Witt asking to review the decision. The review of the decision will be conducted within 30 days by an administrative committee and the student shall be notified by mail in writing of the findings of the review.

**Dress Code:** Students are expected to dress comfortably in flexible clothing. Sweat pants or yoga pants and a t-shirt are recommended. Low scooping tank tops and V neck t-shirts are inappropriate. Shirts should cover the midriff completely. Clean socks, bare feet, or indoor-only shoes are required. A student arriving to class with inappropriate clothing may be asked to rectify the issue or not attend that class.

**Hygiene:** Students are expected to arrive to class in as fresh a state of bodily cleanliness as possible. Please be considerate of the fact that others will be touching you and may not want to handle sweaty, dirty or odoriferous persons. Fresh breath is also highly appreciated therefore good dental hygiene is encouraged. Students are expected to wash their hands before a massage, after a massage, after using the restroom and after eating. Please see hand washing diagrams in lavatory and sink areas for proper hand washing instructions. Any items that come into contact with bare skin should be washed immediately after performing any massage work including sheets, pillow cases, towels, and oil or lotion bottles. Students who arrive to class in an obvious state of poor hygiene may be asked to leave at the instructors' discretion.

**Classroom Conduct:** Students shall behave in an appropriate manner for the classroom environment and in regards to the nature of the work at hand.

**Draping:** Students are expected to use modesty when draping recipients in classrooms, when performing massage for practicums and in the student clinic. Draping must extend beyond the covering of genitalia and breasts.

- Cell phone and smart phone use is prohibited in the classroom. Phone calls and texts should be made during breaks and outside of the school.
- Do not interrupt or talk over an instructor or fellow student.
- Please raise your hand and wait to be addressed to ask a question or make a comment.
- No eating in the classroom.
- Please observe the scheduled breaks; do not leave the classroom mid-lecture or demonstration if at all possible, emergency restroom breaks aside.
- Absolutely no video or photography is allowed in class.

## GRIEVANCES AND COMPLAINTS

### COMPLAINTS PROCEDURE

The sole purpose of the San Francisco School of Massage & Bodywork is to help you achieve a successful and rewarding career in Massage Therapy. Should a problem arise during your training with us, we want to work with you to find a fair and satisfying solution. The SFSM complaint procedure may be used for specific instructor complaints as well as complaints of discrimination on the basis of age, race, color, sex, disability, or national origin. Here is the procedure to follow:

1. We request that all complaints be submitted first in the form of a written and hand-signed letter for review and for inclusion in official records. Write the complaint in a letter format and include the following information:
  - a. The nature of the issue
  - b. The approximate date that the issue occurred
  - c. The name(s) of the individual(s) involved
  - d. Key information regarding the issue (facts, not rumors, are necessary for finding solutions)
  - e. Your signature and the date.
2. Mail or email the letter as an attachment addressed to Gary Witt, Director of the San Francisco School of Massage & Bodywork (Mail letter addressed to Gary Witt, Director at the San Francisco School of Massage, 475 Valencia Street, San Francisco, CA 94103 – if emailing, please send signed letter as an attachment to [gwitt@sfsm.edu](mailto:gwitt@sfsm.edu)). You may also deliver the sealed letter to an Administrative Staff representative at the school. Please retain a copy for your records.
3. The Director of the school will respond to your complaint in writing within 7 business days, meet with you if necessary, and make every effort to find a fair solution.
4. If, after hearing the response you do not feel you have a resolution to your problem, send or deliver a copy of your letter to the school and address it to the SFSM Advisory Board along with a written explanation of what has occurred. Retain a copy of the written explanation for your records.
5. Upon receiving the complaint, the SFSM Advisory Board will meet and discuss the complaint and make every effort to find a fair equitable solution. You will be notified in writing the decision that was reached within 2 weeks of receipt.

6. If, after exercising all of the above formal complaint procedures you feel that the problem has not been resolved to your satisfaction, then you may direct your complaint to the following organizations:

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE)

A complaint may be filed by completing a complaint form which can be obtained on the Bureau's Internet Web site, [www.bppe.ca.gov](http://www.bppe.ca.gov), or by contacting the Bureau's Enforcement Section at the following address and/or telephone number:

(888) 370-7589

Bureau for Private Postsecondary Education

Physical address: 2535 Capitol Oaks Dr. Suite 400, Sacramento, CA 95833

Mailing Address: PO Box 980818, West Sacramento, CA 95798-0818

Phone: 916-431-6959, Toll Free: 888-370-7589, Fax: 916-263-1897.

### **STRF – STUDENT TUITION RECOVERY FUND**

It is a state requirement that a student who pays his or her tuition is required to pay a state-imposed assessment for the 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.

### **STUDENT VISA**

SFSM is unable to assist international students with acquiring a student visa. Many of the courses we offer can be completed over the duration of a standard tourist visa. Please contact SFSM with questions regarding training for international students.

### **EXPERIENTIAL CREDIT**

The San Francisco School of Massage & Bodywork does not offer advanced placement or credit for experiential learning.

### **FINANCIAL AID**

SFSM is a privately owned institution and, while the school is nationally accredited, SFSM does not currently have access to state or federal student aid programs such as FAFSA, G.I. Bill funds, Pell Grants or Lifetime Learning credits. If a student obtains a loan to pay for an education program, the student will have to repay the full amount of the loan plus interest, less the amount of any

refund. If a student receives federal student financial aid funds, which are currently not obtainable at the San Francisco School of Massage & Bodywork, the student is entitled to a refund of the money not paid from federal financial aid funds. The San Francisco School of Massage & Bodywork provides a variety of non-credit based payment plans for our programs. Please contact SFSM for more information on which payment plan will work best for your specific goals and finances.

### **CANCELLATION, WITHDRAWAL AND REFUND POLICIES**

**STUDENT'S RIGHT TO CANCEL:** The student has the right to cancel and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The \$75 registration fee is non-refundable after 3 days from the date of enrollment. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

**REFUND POLICY:** The student has the right to cancel and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The \$75 registration fee is non-refundable after 3 days from the date of enrollment. When a student withdraws from the program, a refund shall be issued, if applicable, either by check or credit within 45 days following the date of the student's withdrawal.

**STUDENT'S RIGHT TO WITHDRAW:** Under California law (CEC §94920), a student may withdraw from a course after instruction has started and receive a pro rata refund for the unused portion of the tuition and other refundable charges. Students who exceed 60% of the total hours of instruction shall not be entitled to a refund. Eligible withdrawing students shall be entitled to a pro rata refund, less registration, books and fees, based on the following:

#### **(HOURS PAID) – (HOURS TAKEN, REGISTRATION, BOOKS, AND FEES) = AMOUNT OF YOUR REFUND**

The student has a right to cancel this enrollment agreement, withdraw from classes and obtain a refund (when applicable) by providing a written, dated and signed notice of cancellation stating the reason for withdrawal to Gary Witt, Director of San Francisco School of Massage, 475 Valencia Street 3rd Floor, San Francisco, CA 94103. Withdrawal may also be effectuated by student conduct including, but not limited to, a lack of attendance. Students who miss the maximum number of classes noted in the attendance policy consecutively will be considered withdrawn automatically. Upon withdrawal, students will be issued a refund for unused tuition or an invoice for unpaid balances. All refunds shall be remitted within 45 days of the date of withdrawal. Any monies paid by a third party lender or institution shall be refunded to that party. Any monies not paid from a lender or third party shall be returned to the student. The date of withdrawal for cancellations shall be the date the notice of cancellation was received or the date of last academically related activity completed at the school, whichever is earlier.

### **DISTANCE EDUCATION**

SFSM does not provide distance learning training programs. All classes are residential in nature and are held at The San Francisco School of Massage & Bodywork, 475 Valencia Street, San Francisco, California, 94103.

### **STUDENT RECORDS**

The San Francisco School of Massage & Bodywork maintains student records for a minimum of 5 years. Transcripts will be maintained indefinitely. Copies of transcripts can be requested from SFSM directly from our website:

[www.s fsm.edu/about-the-school/request-a-transcript/](http://www.s fsm.edu/about-the-school/request-a-transcript/) or by calling the school at 415-474-4600. Official transcripts cost \$10 per copy, per address. Records older than 5 years may require a physical records search. Physical record searches will incur an additional \$15 manual search fee on top of the \$10 per copy fee assessed. A physical records search does not guarantee that the records will be found or complete however, the fee is assessed for the search itself, not the results.

### **NO PETITIONS PENDING IN BANRUPTCY**

The San Francisco School of Massage & Bodywork does not have any pending petitions in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years and has not had a petition in bankruptcy filed against us within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. sec. 11 et seq.).

### **CATALOG DISBURSEMENT FOR PROSPECTIVE STUDENTS**

Upon entrance to the school's physical location at 475 Valencia Street, San Francisco, CA 94103, all prospective student inquiries relating to (but not limited to) classes offered, tuition expense, schedules, approvals and accreditations, will be offered a current general catalog. General school catalogs will be prominently displayed at the front desk of the San Francisco School of Massage and will be readily available for any prospective student to obtain. Prospective students may email or call the school to request a catalog be sent to them at no cost. All catalog requests are reviewed and mailed out twice per week. Prospective students may also request a general school catalog be mailed to them online through the San Francisco School of Massage & Bodywork website. All requests are reviewed and mailed out twice per week.

**CATALOG REVISION AND VALIDITY DATES** - Revised 10/1/2019 - Valid through 10/1/2020



475 Valencia Street, San Francisco, CA 94103 | 415.474.4600

» » [www.sfsm.edu](http://www.sfsm.edu) «««