



Bodhi Panya Institute

สถาบันสอนนวดไทยโพธิ์ปัญญา
www.bodhipanya.com

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BBPE School Code: 63821591
CAMTC School Code: SCH0162

2019 CATALOG

We welcome you!

Welcome to Bodhi Panya Institute (“BPI”), the Bay Area’s only massage school focusing on traditional Thai massage.

Deeply rooted in the massage teachings and practices of Chiang Mai, Thailand, our program guides students towards mastery of this ancient and revered healing practice.

In our program you will encounter one of the fastest-growing trends in the massage therapy field. Furthermore, if your intention is to study massage in Thailand you will be ready to go.

Competitively priced, our program offers an installment-payment program. Students desiring certification may independently study towards taking exams from various certification and licensing agencies such as the Massage & Bodywork Licensing Examination (“MBLEx”), the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) exam and/or the Thai Healing Alliance exam. BPI does not guarantee any licensure.

Our teaching staff is a dedicated and diverse group of certified massage professionals and teachers from Thailand and the Bay Area. Together they have combined their educational and professional experiences into creating an exciting and relevant curriculum focusing on traditional Thai massage.

All classes will be held at our primary location at 38 Bryant Street, Suite 2, San Francisco, California 94105 or at our satellite location at 480 2nd Street, Unit 200, San Francisco, California 94105. We are located in the South of Market Area (“SOMA”) of San Francisco known for its San Francisco fun and flair and students will be able to study near the waterfront by the Embarcadero. This location is easily accessible by transit and is surrounded by a number of restaurants and other attractions.

We are always pleased to meet prospective students and ask that you please visit us on-site by appointment or online at: www.bodhipanya.com.

HISTORY & MISSION STATEMENT

Bodhi Panya Institute offers authentic, high-quality training in Thai Massage, as practiced today in Thailand - in a program that is deeply rooted in traditional Thai massage practices of centuries past.

Our mission is to provide quality training and affordable education in traditional Thai massage. Students will be able to perform Thai massage sequences that run 60, 90 and 120 minutes long.

- Students will be able to comprehend and verbally articulate the contents of traditional Thai massage, e.g. Sen lines, yoga stretches, breath support, use of aromatherapy, use of topical, herbal lotions and creams, as well as hot herbal packs and their applications, among other things.
- Students will learn how to choose which therapeutic oils to apply for certain health issues, such as stress, sore muscles, among many others. This also applies to aromatherapy oils that are heated by candles that fill the air surrounding a client with therapeutic healing properties.
- Students will learn self-care that helps protect them against injury while on the job, such as body mechanics that help to alleviate lower back strain, or repetitive stress issues in the hands.
- Students will gain knowledge in pathology that aids them in identifying health and hygiene problems, massage contraindications and how to address problems with the various massage therapies they are learning.
- Students will learn business practices and proper client-therapist ethics that will help them thrive as employees or business owners should they choose those routes post-graduation.

Instruction at Bodhi Panya Institute is for anyone with at least a high school education or equivalent (G.E.D.) and an interest in learning traditional Thai massage.

Our goal is to prepare and graduate highly trained practitioners in traditional Thai massage who are qualified and well-prepared to gain employment in the field of massage.

PROGRAM OVERVIEW

Thai Massage an act of meditation for both giver and receiver. With roots deep within India’s Ayurvedic traditions, traditional Thai massage is the manual therapy of traditional Thai medicine. Despite such roots Thai culture, cuisine, medicine, and spirituality are

different than those of India. Thai bodywork has been developed over 2,000 years of continuous practice with definite regional and teacher lineage variations. It is a growing and evolving form of healing touch, one incorporating the best stretches from traditional Hatha Yoga and the depth of Ayurvedic medicine. It is part of the Metta meditation of Thai Buddhism. Deeply therapeutic Thai Massage is known to be both challenging and intimate, as well.

Sometimes called "applied yoga" or "yoga for lazy people," traditional Thai massage is often combined with herbal applications and spiritual healing to treat the whole person. Receiving traditional Thai bodywork is unlike anything in the West. This treatment is performed fully clothed on a comfortable bodywork futon. Clothing that you would wear for yoga is perfect; long pants are required.

The therapist applies pressure along a series of energy lines called Sen Lines. Then there is a complete series of stretches and mobilizations applied to the entire body. The average two-hour treatment is very interactive. Traditional Thai massage is beneficial for very active people as well as those with a sedentary lifestyle.

You will learn a form of ancient massage as it has been practiced in Thailand for almost 2,000 years. Your training will be the same as you would receive in many Thai massage schools today. The program features the Northern-style of Thai Massage as taught in the city of Chiang Mai and so it may differ from treatments you have had in the southern portion of Thailand or on the popular tourist islands. There are energy holds, blood flow restrictions, visceral palpation, and techniques that put this form of bodywork in the therapeutic category. This is floor-based bodywork. Instruction will include technique and theory.

Sequences in supine, prone, side-lying, and sitting positions will be taught and practiced. Emphasis will be placed on learning safe and effective therapist body mechanics. You will learn a Thai Massage sequence that is more than two-hours long. This beautiful and ancient bodywork form has become internationally popular. This program will deepen your bodywork skills and introduce you to one of the most beautiful and powerful hands-on healing forms in the world

Our program is designed to prepare students to become professional massage therapists and gain certification as a Certified Massage Therapist in California. Students will acquire and be able to demonstrate basic massage skills, specifically in Thai massage along with meeting these objectives:

- Describe and name basic anatomical landmarks
- Describe the basic ethics of professional massage therapists
- Create a hypothetical business model
- Describe basic industry pathology, safety and hygiene protocols
- Show proficiency in client communication and intake/interview protocols
- Demonstrate a professional Thai massage with taught techniques and methods
- Demonstrate safe and healthy body mechanics and self-care required for maintaining massage therapist health.

COURSE DESCRIPTION

Bodhi Panya Institute offers a 500-hour Traditional Thai Massage Program. The 500-hour Traditional Thai Massage Program consists of the following:

Class Numbers	Course Description	Clock Hours Required
011, 012	Anatomy, Physiology, and Kinesiology	65
081	Pathology and Contraindications	24
031-032	Swedish Massage	36
041	Thai Aroma Massage	30
051, 052, 053	Traditional Thai Massage	120
071	Deep Tissue Massage	60
061	Thai Herbal Massage	30
021	Thai Foot Reflexology Massage	30
091	Business & Ethics	30
101, 102, 103, 104, 105	Clinic	75
	TOTAL PROGRAM HOURS:	500

Anatomy, Physiology, Kinesiology: This course includes an introduction to anatomy and physiology and the basic structure and function of the muscular, skeletal and integumentary systems of the human body. Students will learn terminology and functional anatomical structures with a detailed study of the origin, insertion and action of the major muscles of the human body.

Pathology and Contraindications: students will learn how to assess a patient's posture. Starting at the feet, and ankles, knees, hips, shoulders, neck and position of head they will begin to learn about how certain postures lead to pathological conditions that eventually lead to pain.

Swedish Massage/ Introduction to Pregnancy Massage: This course introduces students to the basic skills needed in massage therapy. Students will also learn a full sequence to offer pregnant women. Class will cover appropriate positioning when working with pregnant woman including and use of side-lying. Considerations for each trimester will be reviewed as well as contraindications.

Thai Aroma Massage: Thai aroma massage is a wonderful blend of East and West techniques, comprising of Thai-style deep massage with yoga stretching combined with western-style Swedish massage. Students will receive an introduction to Thai aroma massage, theories and Thai culture and will learn how to make aroma oil and ingredients and learn body mechanics, massage position, technique, step and procedure. At the end of the course, students will be able to perform a 1 to 1.5 hr. and 2 hr. Thai aroma massage.

Traditional Thai Massage: Traditional Thai massage has a thousand year tradition in Thailand. In this form of massage, the recipient is fully-clothed in a loose-fitting top and pants. The massage consists primarily of bending and stretching movements that stretch in yoga postures. No oil used. In Thailand, a traditional Thai massage session lasts two hours. At Bodhi Panya Institute, we teach a complete set of traditional Northern Style Thai Massage techniques using feet, knees, elbows, and sitting in all 4 positions, as taught at Loi Kroh Traditional Thai Massage & Yoga (Chiang Mai, Thailand). *Learn It The Thai Way!* Having completed the course, students will be able to perform a 2 hr. full-body, sequences traditional Thai massage for general health maintenance and well-being.

Deep Tissue Massage: This course will be hands-on and gives the student an understanding of the use of deeper strokes including trigger point, myofascial release, and cross fiber friction. Students will also learn how to apply deeper pressure without causing strain on their bodies. The benefits of deep tissue massage are removing constricted or cramped muscles, which alleviates the discomfort.

Thai Herbal Massage: Herbal healing has deep roots in Thai culture. Herbal heat compress is the best-known traditional therapy. This dates back to ancient times when it was the secret healing technique of Buddhist monks, local herbal healers and midwives. The herbal heat compress contains numerous healing herbs that complement the massage. Students will receive an introduction to traditional Thai herbal massage, theories and Thai Culture and will learn how to make herbal balls and ingredients, how to use hot compress and body mechanics, massage positions, techniques, steps and procedures. At the end of the course, students should be able to perform a 1 to 1.5 hr. and 2 hr. Thai herbal massage.

Thai Foot Reflexology Massage: Students learn and practice the traditional form of hand and foot reflexology. Reflexology is based on the belief that all parts of the body are reflected in the feet and hands and by applying gentle pressure to these areas can affect the corresponding part of the body and help to restore balance.

Business & Ethics: Students learn to build a professional image as a massage therapist. Topics will include certification and licensing along with preventing inappropriate advances and contact of an inappropriate nature. At the conclusion of this course, the student will be able to apply laws and regulations regarding massage therapy on both the State and Local government levels.

Clinic: Bodhi Panya Institute's clinical hours are designed to give students hands-on experience of massage while under the supervision of our instructors. This practical requirement gives the student an opportunity to apply their massage technique on varying body types. The clinic prepares students for real world massage practice after they complete the 500-hour program.

COURSE MATERIALS

All course materials provided are solely for the students' personal, non-commercial use and may not be copied, reproduced, published, modified, uploaded, posted, transmitted, or distributed in any way, including by e-mail or other electronic means, without the express prior written consent of Bodhi Panya Institute in each instance.

COURSE CHANGES

Bodhi Panya Institute reserves the right to: (i) cancel courses due to under-registration, and to offer places for a later date; and (ii) to change instructor or course location if necessary.

CLASS SCHEDULE

Our goal is to make sure that students graduate on time. BPI will arrange the class schedule for a new starting class so that the new class graduates on time. However, you must follow the class schedule and attend all classes (30 hours per week for full-time students and 24 hours per week for part-time students) to graduate on time.

We try to maintain the class schedule for each incoming class to assure that all students in that class who follow that schedule graduate on time. However, occasionally, we have to reschedule classes for various reasons (such as an instructor not being available to teach during a specific time). We will do our best to minimize any rescheduling of classes, but it is important that you attend any rescheduled classes in order to graduate on the graduation date that was set when you first started classes at BPI.

If you have enrolled as a full-time student and would like to graduate sooner you can attend evening classes - so each day you are in class for 8 hours, instead of 6 hours - but please check with the School Administrator about class prerequisites and scheduling.

STUDENT OBJECTIVES

Objective - Preparing Students for Successful CMT futures: Bodhi Panya Institute has created a well-rounded program that directs students along a path to success as practitioners of traditional Thai massage. You will be prepared to teach, work for a massage business or run your own business. Our business and ethics class takes you through the necessary steps and removes the mystery of it all: marketing, billing, insurance, etc. Included in this class is the path to taking and passing the correct exams for certification agencies.

Objective - Certification: All of our programs guide students to acquire California State licensure as a Certified Massage Therapist (CAMTC), as well as to sit for these exams and be awarded certifications by the Thai Healing Alliance, National Certification Board and the SF City/County massage license.

Objective - Employment: Bodhi Panya Institute does not offer a job placement service but does keep track of employment opportunities by networking with businesses and professional organizations in the Bay Area. Students should be sure to sign-up on our email list in order to receive regular eBlasts about jobs and internships. The Director of Student Affairs handles this.

PROGRAM DURATION/COMPLETION

Bodhi Panya Institute offers a 500-hour Traditional Thai Massage Program. Our program meets five days a week for six to eight hours each day (depending on the class). The program consists of 425 classroom hours and 75 hours of student clinic experience. Students must complete the entire program within one year of enrollment.

CERTIFICATE OF COMPLETION

Upon completion of our program course-work, successful exam results and payment of all program fees students will be awarded a certificate of completion to send to the aforementioned examination and certification agencies.

- *Safe Massage Therapist Practices:* body mechanics, self-massage
- *AP&K: Anatomy, Physiology and Kinesiology:* learn the various systems of the body, how it is designed, how it moves. Foci: skin/integumentary, muscular, skeletal, nervous system. Muscular: origins, insertions, actions, kinesiology/movement.
- *Pathology, Contraindications, Common Injuries & Complaints, Health & Hygiene:* learn what negatively impacts the health of the bodily systems; what cures work and don't work; when is massage good and what must the massage therapist be cautious about. How disease alters the body.
- *The Business & Ethics of being a Massage Therapist:* learn business essentials and create your own simple business; how to ethically interact with your clients (creating boundaries); building trust with your clientele; spreading the work: old school marketing and social networking; pros & cons of working for yourself vs. others; job interviewing; resume & cover letters.
- *Stretching & Mobilization & Breathing*
- *Massage Theory & Practice:* foundations & skills, instructor-guided hands-on/in-class practice, short lecture w/technique demos, body mechanics, communications, practitioner self-awareness
- *The Student-Client Practice Clinic*

PROGRAM SCHEDULE

Weekdays: Generally, classes meet 9:00 am - 12:00 pm (1-hour lunch break) and 1:00 pm - 4:00 pm. Some classes will meet for up to eight hours per day and will end at approximately 6:15 pm.

GRADUATION REQUIREMENTS

Complete all class work with a final skills evaluation score of 3 or above for each class.

- Complete all make-up assignments
- 425 classroom hours + 75 hour clinic
- Attendance: perfect 100%
- Passing grade (P = Pass) in all courses
- Complete all required assignments in student clinic, complete with documentation.
- Complete ABMP Quiz. Subject Anatomy and Physiology:
 - Topic The Skeletal System
 - Topic The Muscular System
 - Topic Orientation to Human body
- Complete Anatomy Coloring Book:
 - Bone: Page 19, 20, 25, 26, 27, 28, 29, 31, 36, 37, 38, 40
 - Muscles: Page 41, 42, 46, 47, 52, 53, 54, 60, 61, 62, 63, 64, 66, 67
- Complete and passing score for the anatomy written exams
- Payment in full of tuition and all fees

ATTENDANCE AND MAKE-UP POLICY

Please register for each class. We will inform students if a class is full. Class attendance is limited to enrolled students for the class. A student desiring to attend a class to make-up missed class hours or anyone else must obtain the prior approval of the Administrator before attending any class. Approval will be given only if there is space available in the class (students enrolled and attending the class for the first time have priority).

Please remember to bring sheets to each class.

Attendance. Classes at BPI are clock-hour programs. All classroom hours and clinical hours must be completed in order for students to qualify for graduation. 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) by tutorial with one of the instructors. Tutorials allow students to receive direct instruction and feedback in place of the missed class (see Make-Up Policy below).

Tardiness. Please arrive at class ten (10) minutes early. This will allow you time to get your materials together, use the restroom, and get settled in for class. Students who arrive to class ten (10) or more minutes late will be marked tardy. A student is allowed three (3) tardy marks per class. For any tardy marks subsequent to the third (3rd), the student will be marked absent from that class. For the fourth (4th) tardy mark, the student will be marked absent from that class and will have to make up the class (3 hours). Students who are marked absent due to tardiness are welcome to attend the class for the information but, will still be required to complete the makeup assignment(s) for that class at the direction of administration.

Make-up Policy: to complete the program you must arrange to make-up for missed classes within 6 months of the missed class date. This is done on a space-available basis but can also be done directly with the instructors pending their availability. 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. 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 BPI administrative staff prior to scheduling and must be completed on campus.

Academic Probation and Suspension. Attendance is measured both per class and in total for the program. Students are allowed to miss up to three (3) classes per course without serious repercussions beyond completing makeup assignments.

Allowed (3) tardy marks per class. (4 th) tardy mark	Marked absent from that class and will have to make up the class (3 hours)
Absent four (4) times from a particular course	the student will be notified that they are on <u>academic probation</u> .
Absent five (5) times for a particular course	the student will receive an <u>academic suspension warning</u> .
Absent six (6) times for a particular course	the student is <u>automatically withdrawn from the current program</u> for an inability to maintain the minimum academic and attendance standards.
Twelve (12) absences for the entire 500-hour program	Students may not exceed a cumulative total of twelve (12) absences for the entire 500-hour program. Upon accruing the thirteenth (13th) absence within the entire 500-hour program, the students will be placed on academic suspension and automatically withdrawn from the program.

Students must complete the entire 500-hour program within one-year of initial enrollment at BPI or they will be placed on academic suspension and terminated from the program.

DRESS CODE

Students should dress comfortably in flexible clothing (sweatpants or yoga pants and a t-shirt are recommended). Revealing clothing (such as tank tops, shorts, etc.) is not allowed. Clean socks, bare feet, or indoor-only shoes are required. Nails should be trimmed short and long hair should be tied back. A student not complying with the dress code will be asked to change clothes or not attend the class, at the discretion of the instructor.

HYGIENE

Given the close personal contact nature of massage, it is important that students come to class bathed and groomed. Students are expected to wash their hands before a massage, after a massage, after using the restroom and after eating. Any items that come into contact with bare skin should be washed immediately after performing any massage work including sheets, pillowcases, 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 discretion of the instructor.

DRAPING

Instructors will teach students proper draping procedure and this procedure must be used at all times for all massages. Typical draping materials include clean sheets with additional toweling and blankets as needed for client comfort. Draping should be arranged so that

only the part of the body being worked on is exposed. Respecting the privacy and comfort of the massage recipient at all times is important.

FACULTY

Keith G. Wagner

License: CAMTC#57733

Bodywork Education: Thai Massage in Chiang Mai, Thailand at Loi Kroh Traditional Thai Massage School, Sunshine Massage School and with Ajahn (master teacher) Pichest Boonthumme. Nerve Touch ("Jap Sen") Thai Massage at the Spirit Winds School of Thai Massage (Nevada City), and with veteran Thai Massage Teachers/Therapists Bob Haddad and Tim Holt.

Experience: Certified massage therapist (CMT), yoga teacher (RYT-200), and hypnotherapist and a certified teacher of the Loi Kroh Traditional Thai Massage School's courses.

Robert Gazso

License: CAMTC #68571

Experience: Rehabilitation Specialist, NeuroKinetic Therapy (NKT, NMR), Active Release Techniques (ART), Proprioceptive Deep Tendon Reflex (P-DTR), Clinical Massage Therapist

Bob Gazso specializes in working with pain issues, injury and post surgical rehabilitation, as well as performance enhancement. His training includes over 20 years of clinical experience as a certified massage therapist, 5,000+ hours of advanced training, and advanced certification in the most cutting edge soft tissue and neurological treatment techniques and he have achieved one of the highest levels of training in the city of San Francisco. He has over 1000 hours of teaching experience including Sports Injury and Chronic Pain and Functional Anatomy courses.

Marty Morales:

License: CAMTC #: 42760

Education: The Rolf Institute (CMT), Loyola Marymount University (MBA)

Experience: Founder of the Morales Method of Manual Therapy & Body Conditioning, Author of Mastering Body Mechanics, 2nd Edition and Morales Method Core Integration Therapy. Creator of the Morales Method Core Integration Therapist Program, Established the Morales Method Deep Tissue Therapist Program, Over 10,000 hours of private practice logged, maintain a thriving practice in San Francisco & Santa Monica, CA.

Pratapjai (Apple) Duangpatra:

License: CAMTC #21163

Bodywork Education: San Francisco School of Massage, Traditional Thai Massage, Advanced Thai Medical Massage, Massage for Women Health Care, Thai Pregnancy Massage, Thai Foot Reflexology: Wat Poh School of Massage, Bangkok, Thailand, 2005.

Education: B.A University of Art College.

Experience: 13 years founding owner Suchada Thai Massage, San Francisco.

Patrick Altermatt

License: CAMTC#77907

Bodywork Education:

- San Francisco School of Massage 2008
- Association of Thai Traditional Healers (Thailand) 2009
- Morales Method workshop Advance Deep Tissue 1 day course (SF) 2011
- Bodhi Panya Institute (SF) 500 hour Course to qualify to Cmt license 2017
- Therapeutic Thai Massage 372 hours (Thailand) 2018

Languages: Fluently in Thai and English

Patrick has been working for over 10-year as a full-time Thai Massage Therapist & bodywork in San Francisco. In 2013 created a personal business under the name, "Coolsprings Thai Bodyworks". Originally trained from San Francisco with diverse education from Thailand and U.S. in Thai Herbal Massage, Thai Aroma massage, Thai Foot Reflexology, Swedish massage, and Deep Tissue.

His goal is to bring forth the best knowledge and discipline that he acquired throughout my career to inspire and motivate students in becoming professional body workers and achieving their purposes in providing clients with skills and techniques and allowing them to fulfill clients' needs and desires.

PAYMENTS & REFUND POLICIES

Bodhi Panya Institute does not have a financial aid program. However, by choosing one of our payment plans you may pay as you study at the lowest cost for classes. We do not participate in Federal or State financial aid programs; however, if a student does obtain such a loan, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

PAYMENT OPTIONS

Intensive Track

Total Tuition for Period of Attendance: \$7,250.00. (tuition)

Estimated Schedule of Charges for Entire Educational Program: \$7,500 (\$7,250 tuition plus \$250 registration fee).

- Payment Option 1: Pay in full: \$6,775 (\$7,250 tuition plus \$250 registration fee less: ten percent (10%) discount of tuition (\$725) for payment in full at the time of enrollment).
- Payment Option 2: The \$250 registration fee shall be paid at the time of registration. Pay tuition in five (5) monthly installments of \$1,450 each. The first payment shall be payable on or before the first day of class. Thereafter, four (4) monthly installment payments each in the amount of \$1,450 will be payable on the 1st day of each month. Students who miss a payment deadline will be charged a \$50 late fee for each past due payment. All payments must be made on or prior to completion of the 500-hour program.

Flexible Schedule Track

Total Tuition: \$8,000.

Estimated Schedule of Charges for Entire Educational Program: \$8,250 (\$8,000 tuition plus \$250 one-time registration fee).

With the flexible schedule, a student can pay for each class in the 500-hour Traditional Thai Massage program separately (i.e. Basic Traditional Thai Massage 42-hr, Thai Aroma Massage 30-hr, Swedish Massage 36-hr, etc.) as classes are taken. Students pay \$16.00 for each class hour for a particular class, payable in full on or prior to the first day of that class plus a one-time \$250 registration fee payable on or prior to the first day of class.

Hourly Attendance: Enroll in specific classes in the 500-hour Traditional Thai Massage Program

The student may enroll in individual classes (i.e. Traditional Thai Massage, Thai Aroma Massage, Swedish Massage, etc.) in the 500-hour Traditional Thai Massage Program.

Registration fee \$250, payable on or prior to the first day of class, plus \$18.00 for each class hour.

*Textbooks and class materials are included.

As an example, the Thai Aroma class is 30 hours. A student would pay \$540 on or prior to the first day of class to attend this class (\$540 – 30 hours multiplied by \$18 per class hour).

If a payment plan has been agreed between BPI and a student, and the student fails to complete the course any outstanding course fees will still be payable.

When all fees are paid in full all certificates and transcripts will be available to the student.

FEE INFORMATION

Tuition and fees cover registration, all course tuition, textbooks and class materials.

- \$50 Drop Fee
- \$50 Reactivation Fee
- \$50 Transfer Fee
- \$75 Hourly tutorial rate to make-up missed class-work.
- \$250 Registration Fee (see below for refund policy)
- \$30 Request a copy of transcript
- \$50 Late fee per each past due installment payment (non-refundable)
- \$0 STRF Fee (non-refundable)

Tuition is comprised of the following charges and fees:

Tuition (Intensive Tracks: Full-Time/Part-Time)	\$7,250.00	Refundable through first day of class, or the seventh day after enrollment, whichever is later.
Tuition (Flexible Schedule)	\$8,000.00 (\$16 per class hour)	Refundable through first day of class, or the seventh day after enrollment, whichever is later.

Hourly (additional hours to complete course requirements for CMT application)	\$18 per class hour	Refundable through first day of class, or the seventh day after enrollment, whichever is later.
Drop Fee	\$50.00	Refundable through first day of class, or the seventh day after enrollment, whichever is later.
Registration Fee	\$250.00	Refundable through first day of class, or the seventh day after enrollment, whichever is later.
Student Tuition Recovery Fund	\$0.00	Non-Refundable

LEAVING THE PROGRAM: COSTS AND REASONS: REFUNDS

WITHDRAWAL AND REFUND POLICY: Under California law, a student has the right to cancel the enrollment agreement and obtain a refund of all tuition and fees paid (less the STRF fee) through attendance at the first class or the 7th day after enrollment and, after that a student may withdraw from a course and receive a pro-rata refund for the unused portion of 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 will be entitled to a refund based on the following example:

WITHDRAWAL/CANCELLATION DATE	REFUND
Through first class or within 7 days of signing this Enrollment Agreement	Full refund of all tuition and fees (less STRF fee)
After completing 25% of classes	Pro-rata refund of tuition and fees (less drop fee, registration fee and STRF fee)
After completing 60% of classes	No refund

All refunds will be paid within 45 days of the date of withdrawal.

When BPI asks you to leave the program:

Attendance: missing three or more classes results in expulsion. Tuition and fees paid by the student will be refunded in accordance with the Refund Policy stated above.

Non-Completion of Course: students failing to complete the course will not receive any refund of tuition and fees.

Disruptive Behavior: regular behavior found disruptive by teachers and fellow students may result in expulsion. Tuition and fees paid by the student will be refunded in accordance with the Refund Policy stated above.

Full Refund to Student: Bodhi Panya Institute reserves the right to cancel courses due to under-registration, and to offer places for a later date or to discontinue the program in its entirety. If a program is cancelled, Bodhi Panya Institute will make a full refund of all charges.

All refunds will be paid within 45 days of the date of withdrawal or cancellation.

OTHER SITUATIONS & FEES

Full Refund to Student: BPI reserves the right to: (i) cancel courses due to under-registration, and to offer places for a later date or (ii) discontinue program in entirety. If a program is cancelled, BPI will make a full refund of all charges. All refunds will be paid within 45 days of the date of withdrawal or cancellation.

Make-Up Rate: Students must pay BPI a tutorial rate of \$75 per hour for each hour a student must make-up with an instructor.

CREDENTIALS AND MEMBERSHIPS

We take the confusion out of understanding and applying for professional credentials and memberships that help to shape your career as a massage therapist (U.S. Department of Labor Standard Occupational Classification code 31-9011). Upon completion of our 500-hour Traditional Thai Massage Program you may choose to certify to work in California and these agencies would apply: CAMTC (mainly) and San Francisco Department of Health. CAMTC certification allows you to work anywhere in California while the San Francisco Department of Health only allows you to work in the County and City of San Francisco. The agencies below have diverse certification requirements so we ask that you visit their FAQ Web pages first then contact us for clarifications; BPI's role is only to advise students which is no way guarantees jobs or licensure.

- *ABMP: Associated Bodywork and Massage Professionals*
- *CAMTC: California Massage Therapy Council: (Certified Massage Therapist with 500-hours of study; required to work in California)*
- *THA: Thai Healing Alliance*
- *NCBTMB: National Certification Board for Therapeutic Massage and Bodywork*
- *San Francisco Department of Health.*

FACILITIES & EQUIPMENT

All classes will be held at our primary location at 38 Bryant Street, Suite 2, San Francisco, California 94105 or at our satellite location at 480 2nd Street, Unit 200, San Francisco, California 94105.

HOUSING

Bodhi Panya Institute does not provide housing, dormitory or lodging facilities for students. There are numerous rental options available in San Francisco. Rental costs vary based on length of stay. Nightly rates range from approximately \$100 - \$300. Weekly rates range from approximately \$265 - \$1000. Monthly rentals range from \$1,000 to significantly more, depending upon the rental. The BPI Administrator can provide a list of resources available to search for available rentals, but cannot assist with the rental process.

STUDENT SERVICES

Library & Resource Materials: Bodhi Panya Institute provides on-site educational resources and, in the future, will provide online resources on our Website ([www. Bodhipanya.com](http://www.Bodhipanya.com)).

At our Bryant Street location students will find a lending library on shelves with books and magazines related to traditional Thai massage as well as peripheral topics: general massage therapy, trade publications, Thai history & culture, anatomy & physiology, etc. Our policy is to continually update and expand the library resources as new material regarding traditional Thai massage becomes available. Students may check out materials for up to five days for their personal use at no charge. The lending library is open to students five days a week from 10 am to 6 pm, Monday-Friday. Students may use library resources at BPI. Student must obtain permission from BPI if they would like to borrow materials for home use. Some books cannot be taken home under any circumstances and are marked to show no borrowing. Students must sign a library check-out form and have it approved by the BPI Administrator before they borrow any materials. Any home use of library materials will be limited to a maximum of 5 days.

In addition, we will be posting material on our website relevant to traditional Thai massage, including the educational resources of the Thai Healing Alliance and instructional videos for massage technique.

Academic Advising:

- One-on-one tutoring: BPI offers academic advising Monday through Friday 9 am to 4 pm by appointment. Private coaching needs, especially for make-up assignments, are arranged directly with the teachers.
- Skillshare classes: BPI offers regular skillshare classes before 9 am on non-class days; these are generally arranged with respect to coordinator availability.

LEGAL DISCLOSURE, RULES, ACADEMIC STANDARDS

APPROVAL; ACCREDITATION

Bodhi Panya Institute is a privately owned institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means compliance with state standards as set forth in the California Education Code and 5, CCR. Bodhi Panya Institute is also a California Massage Therapy Council approved school. Bodhi Panya Institute is not accredited by any accrediting agency recognized by the United States Department of Education.

NO GUARANTEE OF LICENSURE OR EMPLOYMENT EXPRESS OR IMPLIED

Completing training at Bodhi Panya Institute is not a guarantee that you will receive a license to practice massage. Completion of training at Bodhi Panya Institute does not guarantee employment upon completion of requisite course work and licensure.

CALIFORNIA CERTIFICATION REQUIREMENTS

While certification through the California Massage Therapy Council (“CAMTC”) is not mandatory to practice massage in California, CAMTC certification is advised and necessary for most practical purposes.

Bodhi Panya Institute provides Massage Therapy students with sufficient preparation to apply for the voluntary 500 hour Massage Therapist statewide certification available through the California Massage Therapy Council (CAMTC).

In order to obtain CAMTC Certification, an applicant must submit a fully completed application and meet all of the following requirements:

Be 18 years of age or older;

Pay the \$200 fee;

- Submit fingerprints to an authorized agency in California for a Live Scan using only the CAMTC form at Request for Live Scan Service (the authorized agencies charge you a fee for this service) and pass a criminal background check;
- Have successfully completed, at a CAMTC approved school, curricula in massage and related subjects totaling a minimum of 500 hours (or the credit unit equivalent), which incorporates appropriate school assessment of student knowledge and skills. Of the 500 hours, a minimum of 100 hours shall be in anatomy and physiology, contraindications, health and hygiene, and business and ethics; and
- Have not violated any of the provisions of the California Massage Therapy Act or any policy, procedure, or regulation of CAMTC.

Attendance and/or graduation from a California Massage Therapy Council approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed Massage Therapy Act, codified at California Business and Professions Code sections 460, 4600-4621, and Government Code section 51034.

Please note: Pursuant to California Business and Professions Code section 4611, it is an unfair business practice for a person to do any of the following:

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

ADMISSION POLICIES

All qualified students shall be over the age of 18 and must possess at least a high school diploma or its equivalent (G.E.D.). All instruction takes place in English and students must, at a minimum, be able to read, write and speak English fluently. Proficiency in English can be demonstrated by a high school or post-secondary school diploma from a school where the language of instruction is English. Alternatively, the BPI Administrator will test proficiency in verbal and written English as part of the interview process prior to enrollment.

We do not currently offer a testing or admission option for ability-to-benefit students (students who do not possess a high school diploma or G.E.D.). Successful applicants must demonstrate the ability to fulfill program requirements through the admissions interview process.

MINIMUM ACADEMIC STANDARDS

- Fluency in English: conversational, reading, writing.
- Successfully completing the Application for Admission form.
- Education: H.S. diploma or equivalent (G.E.D.)
- Interview with the President and/or Administrator
- Age Requirement: 18 and older
- Pay the required program tuition amounts and other relevant program fees (if applicable).

LANGUAGE PROFICIENCY

The language of instruction at Bodhi Panya Institute is English, and educational programs are taught in no other language at this time. Bodhi Panya Institute does not provide English language services such as ESL training and determines English language proficiency through the prospective student interview process conducted prior to admission.

INTERNATIONAL STUDENTS

Bodhi Panya Institute does not currently participate in federal programs that authorize a school to accept international students for training. We are unable to assist international students with acquiring a student visa.

RECOGNITION OF CREDITS TRANSFERRED FROM OTHER INSTITUTIONS

Bodhi Panya Institute has not entered into an articulation or transfer agreement with any other school, college or university and does not accept transfer credits from any other educational institution.

If a student has completed class hours at another massage school approved by the California Massage Therapy Council ("CAMTC"), the student must request a transcript from that school along with the transcript of hours completed at Bodhi Panya Institute when he or she submits an application for a certified massage therapist with the CAMTC. CAMTC will evaluate the transcript from Bodhi Panya Institute along with the transcripts of any other CAMTC-approved massage schools attended by the student to determine if the student meets the CAMTC education requirements for a certified massage therapist. If a student has attended more than one massage school it is the student's responsibility to determine if the hours completed at Bodhi Panya Institute plus the hours completed at another massage school meet the education requirements of the CAMTC.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Bodhi Panya Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the 500-hour Traditional Thai Massage 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 Bodhi Panya Institute to determine if your certificate will transfer.

STANDARDS FOR STUDENT ACHIEVEMENT

Bodhi Panya Institute applies a standard for satisfactory completion of educational obligations for all of its programs. Failure to successfully meet these requirements may result in cancellation of the enrollment agreement and termination of a student's enrollment.

Student achievement will be assessed by instructor evaluation of hands-on massage techniques by the student.

Grading: P = Pass F = Fail I = Incomplete W = Withdrawal

Instructors will evaluate student skills for each class on the following scale:

1 - inferior 2 - below average 3 - average 4 - above average 5 - superior

To receive a passing grade a student must have a score of 3 or above in each skill evaluated.

If a student receives a final grade of F(Fail) in a particular class, the student has the following options:

- Practice with a classmate and then take the final test on the last day of the next regularly scheduled class for that subject
- Practice with a classmate and then take the final test for that class and pay \$75 per hour for the make-up final test
- Retake the class again, subject to availability of space in the class (students enrolled and taking the class for the first time have priority)

In addition to other class requirements, students must attend all classes (100% attendance) to receive a passing grade. At the end of the class instructor will be writing a final evaluation form with pass or fail grading, additional comments, and suggestions for each student.

Students must complete the program in no more than three (3) times the program duration (excluding leave of absence) or shall be subject to academic withdrawal.

PROBATION AND DISMISSAL

Student academic progress is assessed periodically by the President and/or BPI Administrator. When the academic progress of a student falls below the minimum standard after expiration of the warning period, the student is notified in writing that he or she has been placed on probation for a four (4) month period. During the probationary period, the student is advised and instructed to make up or repeat course material in order to achieve satisfactory academic progress. The process for appeal of a student's satisfactory academic progress is described below under the heading, "Appeals."

A course may be repeated as often as needed according to availability, so long as the total program attendance time including course repeat time, does not exceed three (3) times the duration of the program. If the student is unable to maintain satisfactory academic progress after expiration of the probationary period, then dismissal from the program is effected in writing by the registrar and recorded in the student's file.

Once dismissed, a student may apply in writing for readmission, and the student may, in the discretion of the President and/or BPI Administrator, be readmitted to the program. Grounds for dismissal include without limitation, unsatisfactory academic progress,

excessive tardiness, excessive absenteeism, failure to satisfy financial obligations to BPI, insubordinate behavior, and failure to comply with BPI policies, rules and regulations, including the Student Conduct Policy.

Reinstatement after dismissal is considered only after the student is able to provide evidence to the President's and/or BPI Administrator's satisfaction that conditions related to unsatisfactory academic progress have been remedied. Reinstatement is effected from the effective dismissal date during a period no greater than fifty percent (50%) of the normal program length. A student petitioning for reinstatement must do so in writing. The decision of the President and/or BPI Administrator to reinstate, or not, is final.

A student may drop from the program at any time and is considered dropped the same day that confirmation of discontinuation is received by Bodhi Panya Institute either verbally or in writing from the student.

APPEALS

Decisions by the school regarding suspension, dismissal, attendance, grades, and transfer of credit may be appealed in writing by the student through submission of a written letter addressed to the President of Bodhi Panya Institute. A student appeal will be resolved by the President within five (5) days of the appeal, after review of the student's academic records and other supporting documentation as appropriate. Resolution by Bodhi Panya Institute of the student appeal is final and will result in either enforcement of the existing decision, or mitigation/reversal of the existing decision based upon the supporting documentation.

LEAVES OF ABSENCE

A student must promptly notify BPI of any anticipated interruption in class attendance. A student may request a thirty (30) day leave of absence ("LOA") in the event of unforeseen life circumstances, such as jury duty, accident or illness, passing of an immediate family member, sudden loss of employment, or loss of childcare. Military duty, pregnancy, and unique circumstances may qualify for an extended LOA at the discretion of the President or Administrator of BPI. An LOA must be documented in writing, and a "Leave of Absence Request" form must be signed and dated by the student and approved by the President or Administrator of BPI. Non-return from LOA results in dismissal and application of Bodhi Panya Institute's refund policy.

STUDENT CONDUCT POLICY AND DISCIPLINE

It is expected that all students will conduct themselves in accordance with the Student Conduct Policy below. Failure to comply with the Student Conduct Policy may result in a written warning, which will become part of the student's permanent school records, or dismissal from BPI and permanent banning from participation in future BPI educational courses.

Students will be notified in writing of any violations and disciplinary actions taken against them and this will be included in the student's permanent school records. The BPI Student Conduct Policy is as follows:

Weapons, Tobacco, Alcohol and Drugs. At no time are knives, guns, fireworks, explosives or other similar objects allowed at the BPI facility. Use of any tobacco products, alcohol, illegal drugs (or being under the influence) is absolutely prohibited.

Communication. Students are expected to communicate in a fashion appropriate for the classroom environment and to avoid comments, jokes, or other communications that are deemed inappropriate, such as comments that are of a discriminatory, sexual or violent. BPI has a zero-tolerance policy exists where discrimination, unwelcome sexual comments or advances and violent comments or threats are concerned.

Dress code. Students should dress comfortably in flexible clothing (sweatpants or yoga pants and a t-shirt are recommended). Revealing clothing (such as tank tops, shorts, etc.) is not allowed. Clean socks, bare feet, or indoor-only shoes are required. Nails should be trimmed short and long hair should be tied back. Students are asked to avoid using strongly scented products such as perfumes, colognes, body sprays, deodorants and essential oils. A student not complying with the dress code will be asked to change clothes or not attend the class, at the discretion of the instructor.

Hygiene. Students should at all times exhibit a high standard of personal hygiene (hair combed, body clean, breath fresh, etc.). Students who arrive to class in an obvious state of poor hygiene may be asked to leave at the instructor's' discretion.

Classroom Conduct. Students shall at all times behave in a professional and appropriate manner while in class or otherwise at the BPI facility.

- Class attendance is limited to enrolled students for the class. Anyone else must obtain prior approval of the BPI Administrator before attending any class.
- Students shall at all times behave in a professional and appropriate manner while in class or otherwise at the BPI facility.
- Cell 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 students.
- Please raise your hand and wait to be addressed to ask a question to 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 or clinic.
- No sleeping during class.

DISCIPLINARY PROCEDURE FOR VIOLATION OF THE STUDENT CONDUCT POLICY

If a student fails to adhere to the Standard of Conduct set forth above, the President and/or Administrator of BPI shall give the student a written warning and ten (10) days to rectify the situation and comply with such standard. If, at the end of such ten-day period, the President and/or School Administrator determines that the student has not improved his or her performance and is not in compliance with the Standard of Conduct, then the President and/or School Administrator may take such disciplinary actions as he or she deems appropriate may include, but are not limited to, a written infraction to be included in the student's permanent records and/or immediate dismissal, based on the severity of the violation. Two violations of the Student Conduct Policy will result in immediate dismissal of the student and permanent banning from participation in future BPI educational courses.

Notwithstanding the foregoing, failure to comply with the Standard of Conduct regarding weapons, tobacco, alcohol and drugs or violence shall result in immediate suspension of the student, pending a review of the conduct by the Chief Academic Officer.

A student who is dismissed from BPI or failure to comply with the Student Conduct Policy may, within ten (10) days of such termination, submit a letter to the President asking for a reconsideration of the decision to dismiss the student with reasons why reinstatement would be appropriate. The President shall respond to such request within thirty (30) days of receipt of such letter. Any decision by the President shall be final.

RETENTION OF STUDENT RECORDS

Bodhi Panya Institute will keep the following permanent records for active and graduated students:

- application form
- enrollment form
- payment history
- certificate granted and the date on which the certificate was granted
- courses and units on which the certificate was granted
- grades earned by the student in each of those courses

Bodhi Panya Institute will keep the following permanent records for students who are not active or did not graduate:

- application form
- enrollment form
- payment history
- courses and units taken
- grades earned by the student in each of those courses

CALIFORNIA MASSAGE THERAPY COUNCIL DISCLOSURE

ATTENDANCE AND/OR GRADUATION FROM A CALIFORNIA MASSAGE THERAPY COUNCIL ("CAMTC") APPROVED SCHOOL DOES NOT GUARANTY CERTIFICATION BY CAMTC. APPLICANTS FOR CERTIFICATION SHALL MEET ALL REQUIREMENTS AS LISTED IN CALIFORNIA BUSINESS AND PROFESSIONS CODE SECTIONS 4600 ET. SEQ.

A student or any member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about this school may contact the California Massage Therapy Council at: One Capitol Mall, Suite 320, Sacramento, CA 95814, www.camtc.org, phone (916) 669-5336, or fax (916) 669-5337.

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION DISCLOSURE

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, 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.

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 non-collection 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.

NO PETITIONS PENDING IN BANKRUPTCY

Bodhi Panya Institute 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.).

REVIEW CATALOG AND SCHOOL PERFORMANCE FACT SHEET

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

UPDATING CATALOG

The Bodhi Panya Institute's catalog covers the period from 1/1/2019 through 12/31/2019.

The catalog is reviewed and updated annually, on or before December 31, of any given year. Current Revision Date: January 1, 2019.

COMPLAINT PROCEDURE

Should a problem arise during your training with us, we want to work with you to find a fair and satisfying solution. Our 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.

- 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: the nature of the issue, the approximate date that the issue occurred, the name(s) of the individual(s) involved, key information regarding the issue (facts, not rumors, are necessary for finding solutions) and your signature and the date.

- Mail or hand deliver the letter addressed to the Chief Academic Officer, Bodhi Panya Institute, 38 Bryant Street, Suite 2, San Francisco, California 94105.
- Please retain a copy for your records.
- The Chief Academic Officer 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. 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 Chief Executive Officer along with a written explanation of what has occurred. Retain a copy of the written explanation for your records.
- Upon receiving the complaint, the Chief Executive Officer shall review 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.

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 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, or by contacting the Bureau's Enforcement Section at the following address and/or telephone number:

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
Web Site: www.bppe.ca.gov
Phone: (916) 431-6959 or (888) 370-7589
Fax: (916) 574-8646

AVAILABILITY OF CATALOG: Any one can obtain a copy of this Catalog at no charge by visiting or contacting Bodhi Panya Institute, 38 Bryant Street, Suite 2, San Francisco, CA 94105, (415) 644-0804; info@bodhipanya.com. This Catalog is also available and can be downloaded at www.bodhipanya.com.

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