



809 East 5th Avenue, Chico, CA 95926

Phone: 530-521-9397

Website: www.chicomassageschool.com

Email: info@chicomassageschool.com

BPPE School Code 78230977

CAMTC School Code SCH0177

Standard Occupational Classification Code: Massage Therapist 31-9011

Instruction will be provided in English only

MISSION STATEMENT

Our mission is to provide education to create confident and competent massage therapists. We will have an emphasis on body mechanics and self-care for massage therapists, as well as SOAP notes and charting. Our goal is to prepare students to be capable of working in a variety of professional settings upon graduation from our program. Our advanced education classes are designed to enhance the skills of existing therapists and to offer more ways for our students to bring healing to their clients.

CATALOG COVERAGE DATES:

February 1st, 2023 — December 31st, 2023 *Revised and updated Semi-annually*

ADMINISTRATION OFFICE/CAMPUS:

Established in 2019: 821 and 809 East 5th Avenue, Chico, CA 95926

CAMPUS LOCATION:

809 East 5th Avenue, Chico, CA 95926

Administrative Office:

Chico Massage School 821 East 5th Avenue, Chico, CA 95926

Classroom Location:

Chico Massage School 809 East 5th Avenue, Chico, CA 95926

Phone: (530) 521-9397 **Fax:** N/A

Email: info@chicomassageschool.com

Website: www.chicomassageschool.com

DISCLOSURES:**Language:**

- Chico Massage School is an English-only Institution
- English language services are not provided
- If English is your second language, you will need to provide a Test of English as a Foreign Language (TOEFL) with a score of 80 or higher.
- TOEFL Information:

Website: <https://www.ets.org/toefl> Phone 1-610-771-7100 or 1-877-863-3546

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.

ADMISSIONS

Students must be 18 years of age or older and be able to provide a valid picture form of identification. This includes Driver's License, State I.D. Card, or United States Passport. Students must be a high school graduate or equivalent. Proof of education accepted: high school diploma, certificate of completion of equivalency test, or college diploma.

International Students: At this time, we are not approved for the M1-Visa and will not be accepting international students.

Admission Procedures: Includes meeting with the President to review goals, program offered, school policies and procedures, the School Performance Fact Sheet, the Enrollment agreement, and graduation requirements. Enrollment agreement, School Performance Fact Sheet, and Payment Agreement must be signed and down payment paid for enrollment to be official.

Each prospective student must provide the following documentation:

- Color Copy of Driver's License, State I.D. Card, or United States Passport
- Provide a copy of his/her high school diploma or equivalency certificate; or most recent educational certificates/diplomas.

There is no award of credit or monetary reduction for prior experiential learning awarded at schools other than Chico Massage School.

In the case of a Chico Massage School student leaving the program early due to excused leave of absence, they are able to re-enroll the following program term under the same enrollment agreement. The student will be able to complete the program from the point at which they had an excused leave of absence IF THEY MEET THE FOLLOWING REQUIREMENTS:

- Was granted an excused leave of absence
- Was not terminated
- Completed at least 60% of the program
- Paid in full and did not receive a refund
- Did not pay in full: must pay remaining balance
- Still under the one-year enrollment period

Upon acceptance, Chico Massage School will provide the applicant with an enrollment agreement, which will be reviewed between President and student, signed and dated. Chico Massage School will keep the original copy of the Enrollment agreement and retain it in the Student File. The student will receive a copy of the enrollment agreement.

COURSE FORMAT

Total number of clocked hours required: 625 broken down as follows:

- Anatomy & Physiology: 80 Hours
- Kinesiology: 45 Hours
- Pathology: 40 Hours
- Health/Hygiene: 20 Hours
- Documentation/S.O.A.P. Notes: 7 Hours
- Client Assessment: 24 Hours
- Benefits /Contraindications: 21 Hours
- Body Mechanics/Self Care/Equipment/Environment Safety: 21 Hours
- Business & Marketing: 24 Hours
- Laws & Regulations/Ethics: 10 Hours
- Special Populations: 15 Hours
- Massage & Bodywork Techniques & Hands on Application: 218 Hours
- Instructor Guided Practice Appointments/Clinical Hours: 100 Hours

Day Program Term Format: Body Term, Health Term, Wellness Term, each term's format:

- Weeks 1 & 2 class hours are 8:30am - 3:00pm
- Weeks 3 class hours are 8:30am - 1:45pm
- Week 4 - 8 class hours are 8:30am - 1:30pm
- Weeks 7 & 8 class hours are 8:30am - 3:00pm for Juniors and Seniors Business Program.
- Week 9 class hours are 8:30am-3:00pm Monday - Wednesday. Thursday Written Exam. Friday Hands-On Exam.
- 33-34 Clinic Hours must be completed during each term outside of scheduled class hours. Students will need to sign up for clinic shifts at the beginning of each term. 100 clinic hours need to be completed by graduation.

Evening Program Format: Body Term, Health Term, Wellness Term, each term's format:

- Weeks 1 - 16 class hours are 5:30pm - 9:00pm Tuesday - Thursday.
- Week 17 class hours are 5:30am-9:00pm Tuesday & Wednesday. Thursday Written Exam. Friday Hands-On Exam.
- 33-34 Clinic Hours must be completed during each term outside of scheduled class hours. Students will need to sign up for clinic shifts at the beginning of each term. 100 clinic hours need to be completed by graduation.

ALL Programs:

- Study/Review time with Instructor and make up clinical hours. Clinical hours must be scheduled with the director or instructor & approved prior to this date. Instructor shall be on site for all clinical hours.
- *Make up hours will come at the expense of the student at a rate of \$45/Classroom hour. This Fee may be split between students at a rate of \$15/Classroom hour with a minimum of 3 students. This is a clocked hour course, your tuition covers the scheduled class hours only.

THE SCHEDULE OF CLASSES:

Day Term Trimester Schedules:

Weeks 1 & 2 Monday + Tuesday + Wednesday + Thursday: 8:30am-3:00pm.

Weeks 3 Monday + Tuesday + Wednesday + Thursday: 8:30am-1:45pm.

Weeks 4 - 8 Monday + Tuesday + Wednesday + Thursday: 8:30am-1:30pm.

Weeks 7 & 8 Monday - Friday: 8:30am - 3:00pm for Juniors and Seniors Business Program.

Week 9 Monday - Wednesday: 8:30am-3:00pm. Thursday: Written Exam. Friday: Hands On Exam.

Evening Term Trimester Schedules:

Weeks 1 - 16 Tuesday + Wednesday + Thursday: 5:30am-9:00pm.

Week 17 Thursday: Written Exam. Friday: Hands On Exam.

ALL Terms:

Approximately 33 clinic hours will need to be scheduled each trimester outside regular classroom hours. Students will sign up for shifts in the clinic at the beginning of each trimester. 100 clinic hours need to be completed by graduation.

Breaks and Vacations: We observe the following Federal Holidays:

2023:

New Year's: January 2, Martin Luther King Day: January 16, Lincoln's Birthday: February 10, President's Day: February 20, Spring Break: March 13-17, Easter: April 7 & 10, Memorial Day: May 29, Independence Day: July 4, Labor Day: September 4, Thanksgiving: November 23, Christmas: December 25.

2024:

New Year's Day: January 1, Martin Luther King Day: January 15, Lincoln's Birthday: February 12, President's Day: February 19, Spring Break: March 18-22, Easter: March 29 & April 1, Memorial Day: May 27, Independence Day: July 4, Labor Day: September 2, Thanksgiving: November 28, Christmas: December 25. *The full schedule outlines the exact dates off. * Schedule subject to change with written notice and consent between students and CMS.

Day Terms Schedule: Schedule adjusted based on federal holidays. This may add a week off in the middle of the term depending on the date. If there is a holiday on a Monday, the schedule shifts from Monday - Thursday to Tuesday - Friday that week.

COURSE OBJECTIVES

We will have an emphasis on body mechanics and self-care for massage therapists as well as SOAP notes and charting. Our goal is to prepare students to be capable of working in a variety of professional settings as a massage therapist upon graduation from our program. Our advanced education classes are designed to enhance the skills of existing therapists and to offer more ways for our students to bring healing to their clients.

1. Students will be able to perform basic massage techniques, focusing mainly on Swedish massage.
2. Students will be able to use proper body mechanics while administering massage.
3. Students will understand the essential anatomy & physiology necessary to perform bodywork.
4. Students will understand basic concepts of kinesiology as they apply to massage.
5. Students will learn about basic pathologies and contraindications to massage.
6. Students will understand the important aspects of health and hygiene as they apply to massage.
7. Students will understand the benefits of massage and the conditions for which it is indicated.
8. Students will become proficient in client assessment.
9. Students will be able to properly document their massage sessions.
10. Students will gain an understanding of massage business practices and ethics.

PROGRAM DESCRIPTION

Chico Massage School is a private institution that offers a comprehensive 625-hour Level 1 Massage Therapy Program approved by the Bureau of Private PostSecondary Education (BPPE).

Students will learn how to complete a client intake, perform Swedish massage with proper body mechanics, and document their work.

Students will learn how to communicate effectively, ethically and professionally with clients and other healthcare providers. Students will learn basic postural and soft-tissue assessments and how to design treatment plans. Students will learn contraindications for massage and how to accommodate clients with special needs. They will also learn the laws and regulations governing massage in the state of California.

The course includes instruction on the basic massage strokes, Swedish massage sequences, and an introduction to modalities including: deep tissue, sports, stretching, myofascial, craniosacral, proprioceptive neuromuscular facilitation, prenatal, spa, and chair massage. After learning the basic principles, students will be trained to provide massage to the public in the supervised student massage clinic.

Therapist self-care to ensure career longevity is a focus. Self-massage, stretching, posture, and proper body mechanics will be emphasized daily.

Chico Massage School Syllabus Overview

- 625-Hour Massage Therapy Training Program
- Instructors: Aaron Fetty, Rosemary Compton and Candi E. Williamson

Level 1 Course Outline Day Program

Body Term

- Week 1: Anatomy (basic bones, joints, muscles); pathology (common pathologies); kinesiology (planes, regions, movements); health & hygiene (overview of disease, hygiene); documentation (healthcare terminology, overview of documentation); client assessment (intake); self care (body scan/self awareness, body mechanics); ethics/laws & regulations (communication, boundaries); massage techniques (strokes)
- Week 2: Anatomy (organization, chemistry); pathology (critical thinking, evidence-based practice, inflammation, healing); kinesiology (basics); health & hygiene (pathogens); client assessment (interview); benefits & contraindications (benefits of massage); self care (yoga, body mechanics - Swedish); special populations (overview, obesity); massage techniques (chair)
- Week 3: Anatomy (cells); pathology (integumentary); kinesiology (soft tissues); documentation (wellness intake); self care (self massage); massage techniques (Swedish)
- Week 4: Anatomy (tissues, fascia); health & hygiene (chain of infection); benefits & contraindications (effects on integumentary, skeletal); massage techniques (Swedish)
- Week 5: Anatomy (integumentary); pathology (integumentary); kinesiology (fascia); massage techniques (myofascial)
- Week 6: Anatomy (skeletal); pathology (skeletal); massage techniques (myofascial)
- Week 7: Anatomy (skeletal/joints); pathology (skeletal); kinesiology (joints); client assessment (palpation); benefits & contraindications (integumentary); special populations (disabled clients); business & marketing (money meditation, letter to money, budgeting, accounting); massage techniques (aromatherapy, hydrotherapy)
- Week 8: Anatomy (joints); pathology (joint disorders); kinesiology (joint movements); health & hygiene (modes of transmission); benefits & contraindications (skeletal); special populations (disabled clients); business & marketing (marketing, branding, business name, social media, networking, professional referrals); massage techniques (integrative)
- Week 9: Anatomy (review); pathology (review); kinesiology (review); health & hygiene (review); documentation (review); client assessment (review); benefits & contraindications (review); body mechanics/self care (review); ethics/laws & regulations (review); special populations (review); massage techniques (integrative)

Health Term

- Week 1: Anatomy (basic bones, joints, muscles); pathology (research literacy); kinesiology (planes, regions, movements); health & hygiene (overview of disease, hygiene); documentation (healthcare terminology, overview of documentation); client assessment (active ROM); self care (body scan/self awareness, body mechanics); laws & regulations/ethics (licensing, regulation); massage techniques (strokes)
- Week 2: Anatomy (muscular anatomy & physiology); pathology (muscular); kinesiology (overview of actions); health and hygiene (sanitation); massage techniques (trigger point); client assessment (passive ROM); benefits & contraindications (muscular, nervous effects); self care (stretching routines, tai chi, self massage with tools); special populations (injury maintenance); massage techniques (chair)
- Week 3: Anatomy (origins & insertions); kinesiology (muscle actions); self care (self massage); massage techniques (deep tissue)
- Week 4: Anatomy (origins & insertions); kinesiology (muscle actions); massage techniques (deep tissue)
- Week 5: Anatomy (origins & insertions); pathology (muscular); kinesiology (muscle actions); self care (meditation); massage techniques (stretching, PNF)
- Week 6: Anatomy (nervous); pathology (nervous); kinesiology (muscle contraction); health & hygiene (standard precautions); massage techniques (sports)
- Week 7: Anatomy (nervous); pathology (nervous); kinesiology (muscle roles); benefits & contraindications (nervous); business & marketing (employment strategy, goal setting, bio, resume); massage techniques (sports)
- Week 8: Anatomy (nervous); pathology (nervous); kinesiology (muscle coordination); client assessment (assisted ROM, muscle testing); self care (self massage); special populations (athletes); business & marketing (building/maintaining client base, gift certificates, retail, scheduling options, time management); massage techniques (sports)
- Week 9: Anatomy (review); pathology (review); kinesiology (review); health & hygiene (review); documentation (review); client assessment (review); benefits & contraindications (review); body mechanics/self care (review); ethics/laws & regulations (review); special populations (review); massage techniques (integrative)

Wellness Term

- Week 1: Anatomy (basic bones, joints, muscles); pathology (common pathologies); kinesiology (planes, regions, movements); health & hygiene (overview of disease, hygiene); documentation (healthcare terminology, overview of documentation); client assessment (posture); self care (body scan/self awareness, body mechanics); ethics/laws & regulations (code of ethics); massage techniques (strokes)
- Week 2: Anatomy (endocrine); pathology (endocrine); kinesiology (review of movements); health & hygiene (professional hygiene, linens, workplace); client assessment (posture); benefits & contraindications (endocrine, reproductive, cardiovascular, lymphatic); self care (personal posture awareness, treatment room considerations, therapeutic environment,); ethics/laws & regulations (scope of practice, professionalism); massage techniques (chair)
- Week 3: Anatomy (reproductive); pathology (reproductive); kinesiology (gait); client assessment (gait); benefits & contraindications (respiratory, digestive, urinary); self care (resistance bands, self massage); massage techniques (prenatal)
- Week 4: Anatomy (cardiovascular); pathology (cardiovascular); kinesiology (gait); client assessment (gait analysis); self care (wrist core balance, ab wheel); massage techniques (prenatal)
- Week 5: Anatomy (lymphatic); pathology (lymphatic); kinesiology (biomechanics); self care (safety, first aid); massage techniques (trigger point)
- Week 6: Anatomy (respiratory); pathology (respiratory); kinesiology (biomechanics); self care (injury prevention); massage techniques (lymphatic)
- Week 7: Anatomy (digestive); pathology (digestive); kinesiology (summary of movement); special populations (elderly, end-of-life); business & marketing (employment options, business plan, agreements, contracts); self care (injury prevention); massage techniques (craniosacral)
- Week 8: Anatomy (urinary); pathology (urinary); massage techniques (chair); client assessment (session planning); benefits & contraindications (cancer); self care (massage tools); special populations (infants, children); business & marketing (insurance, taxes, retirement, CAMTC, MBLEx); massage techniques (integrative)
- Week 9: Anatomy (review); pathology (review); kinesiology (review); health & hygiene (review); documentation (review); client assessment (review); benefits & contraindications (review); body mechanics/self care (review); ethics/laws & regulations (review); special populations (review); massage techniques (integrative)

Standards for Student Achievement

- Students must complete 625 hours of class and clinical, as described in the School Schedule and Syllabus (see under “Schedule”).
- Students are required to contact staff ASAP when missing class and follow all attendance policies and procedures.
- Students are expected to follow all Policies and Procedures outlined under “Policies.”
- Students are required to get at least 70% on the section quizzes as well as a pass on the hands-on final.
- **Testing, Evaluation, Exam Prep: MBLEx**

There are 2 practice tests and 2 massage critiques (massages performed on Massage Therapy Instructors) during the 9th-week of students' first and second terms. There is also an exam at the end of each program, the students' 3rd term and a hands-on final, performed on a Massage Therapy Instructor, at the end of the program. Students are required to get at least 70% on the section tests as well as a pass on the hands-on final. This class will prepare and study for the MBLEx together prior to graduation, as well as give directions for the scheduling of this exam with a testing site.

- **Grading Policy:**

Attendance - Pass or Fail

Quizzes-25%

Final exam - 50%

Technique Evaluation by Instructor 25%

Total=100%

Must have a minimum of 70% with passing attendance to graduate

Chico Massage School uses percentages only, no A-F grading system

Equipment and Materials Description

Course Text required:

- “Applied Anatomy & Physiology for Manual Therapists, 2nd Edition” by Pat Archer and Lisa Nelson ISBN 978-0-9982663-6-7*
- “Trail Guide to the Body, 6th Edition” by Andrew Biel ISBN 978-0-9987850-6-6*
- “Trail Guide to the Body, 6th Edition, Student Workbook” Andrew Biel
- “A Massage Therapist’s Guide to Pathology, 7th Edition” by Ruth Werner ISBN 978-0-9982663-4-3*
- “Trail Guide to Movement, Building the Body in Motion, 2nd Edition” by Andrew Biel ISBN 978-0-9987850-5-9*
- "Massage Mastery: From Student to Professional, 2nd Edition” by Anne Williams, Digital Edition 2022, Sweet Orange Education*

Suggested:

- “The Anatomy Coloring Book, 4th Edition” by Kapit & Elson ISBN 978-0-321832016
- "Preventing Disease Transmission in a Massage Practice” Anne Williams & Eric Brown, Digital Edition 2022, Sweet Orange Education*
- Colored markers and/or pencils
- Note-taking material

*These textbooks will be provided in class and will be available for purchase if the student so chooses

Provided by Chico Massage School:

Students are required to use these textbooks: “Applied Anatomy & Physiology for Manual Therapists, 2nd Edition” by Pat Archer and Lisa Nelson ISBN 978-0-9982663-6-7, “Trail Guide to the Body, 6th Edition” by Andrew Biel ISBN 978-0-9987850-6-6, “Trail Guide to Movement, Building the Body in Motion, 2nd Edition” by Andrew Biel ISBN 978-0-9987850-5-9, “A Massage Therapist’s Guide to Pathology, 7th Edition” by Ruth Werner ISBN 978-0-9982663-4-3, and "Massage Mastery: From Student to Professional,” Anne Williams, Digital Edition 2022, (Sweet Orange Education) in class. These textbooks will be provided in class and will be available for purchase if the student so chooses. Chico Massage School will provide massage therapy tables and face rests, bolsters, paper towels, and all handouts for the class.

Students will receive a starter pack of supplies provided by Chico Massage School to include: 1-Lotion Holster, 1-Lotion Bottle full with lotion, 1-fingernail care kit. And Chico Massage School T-shirt.

Provided by Students: (This is your shopping list for school supplies)

Students are responsible for and required to replenish their supplies as needed to continue participating in class. These supplies include **6 Sets of Sheets, 6 Pillow Cases, 2 Body Pillow-Pillow Cases, 6 Hand Towels for cleaning and disinfecting, 2 Large Towels, 6 Face Rest Covers, 2 Twin Size Blankets (throw blankets are too small), Refill: Lotion, Lotion bottle, Fingernail care tools. (massagewarehouse.com provides massage specific linens and treatment products if you choose).**

Required every day of Class:

Supply 3 sets of clean sheets, 3 face rest covers, 2 pillow cases, 1 body pillow-pillow case, 1 twin size blanket, bottle of lotions, lotion holster, finger nail care, and cleaning cloths for every day of class.

Required every day of Clinic:

Supply a clean set of sheets and face rest covers for every client they work on during clinical hours. Including a twins size blanket, pillow cases, bottle of lotions, lotion holster, finger nail care, and cleaning cloth.

Storage and care of treatment supplies:

You are to wash your linens regularly and store what will fit in your provided locker. All these supplies should not be kept at school. They should be switched out as needed.

EQUIPMENT REFUND POLICIES

Textbook Return / Refund Policy:

Chico Massage School owns the text books and allows the students to use them while taking the course. They may purchase their own copy and, in that case, will own them and would not return them to the school. If the student fails to return a school owned book within 10 calendar days of the withdrawal signed statement, they will be charged \$100 for the cost of replacing that book. Their refund will result in the subtraction of that \$100.00 amount.

Equipment Return Policy:

The equipment (**1-Lotion Holster, 1-Lotion Bottle full with lotion, and 1-fingernail care kit**) is owned by the student and will not be returned. The Chromebook is only used in the classroom during class, or scheduled study periods. The student is not permitted to take the Chromebook home, but is able to schedule out of class time at the facility, as approved by CMS Staff.

STUDENT POLICIES

Dress Code Policy:

For Class, Clinic and Events: The clothing you wear to work is reflective of your integrity, mindfulness of your environment, and an indication of your professionalism. Students should come to class dressed professionally and comfortably, as it is important to be able to move around. Come to class having showered and ready to provide massage in clean, comfortable, full length pants, shorts must be knee length; breathable shirts with short sleeves that cover your armpits but not your forearms; and closed-toed shoes (Shoes must be worn during clinic when interacting with clients off the table!). Either a Chico Massage School t-shirt, Chico Massage School tank top or other plain, solid colored t-shirt with no holes or stains is acceptable. Students may also wear plain colored scrubs that are free of stains and holes. Sleeveless shirts, low scooping V-necks, are inappropriate: T-shirts should have at least a ¼ length sleeve and cover the midriff completely (absolutely no cleavage). It is important that students are presentable to our clients, portraying cleanliness and good hygiene. Student hair must be clean, brushed and pulled back away from the face. Deodorant must be worn but students are asked to avoid using strongly scented products such as perfumes, colognes, body sprays, deodorants and essential oils. Fingernails must be short, clean, free of nail polish, and filed to a smooth edge. No acrylic or gel nails are permitted when doing massage work. Please remove all rings, bracelets, dangling necklaces, and dangling earrings. A student arriving to class disheveled, wearing inappropriate clothing, poor hygiene or strong scents will be written up. In a severe case you may be asked to leave the classroom and will need to arrange making that session up.

Hygiene Policy:

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 odiferous 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. 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 instructors' discretion.

Clinical Responsibilities:

As a student learner, you are expected to cooperate with clinical instructors at all times. The student must observe all regulations regarding patient safety, welfare, and personal cleanliness and appearance. If any problems arise about the performance of a task that seems unreasonable you are encouraged to report the incident to the President or Instructor and they will assist you in handling the matter.

HIPAA Compliance Policy:

All Staff and Students will receive mandatory training within their class hours. Staff and Students must comply with all HIPAA regulations and guidelines. It is important to ensure a safe, ethical, and confidential space for our staff, students, and massage clients.

Student Conduct Policy:

Achieving success in a career and at Chico Massage School depends in large part on your ability to embody many aspects of character. These dimensions of character include clear and conscious communication, adherence to the basic principles of self-responsibility, respect for the dignity, rights and needs of all individuals, compassion, tolerance, honesty, integrity and ethical behavior amongst others. Clear and honest communication is encouraged and expected. If at any time a student is uncomfortable in any way, our staff will address the needs and questions they may have to ensure a safe environment.

Communication Policy:

Students are expected to communicate in a fashion appropriate for a positive classroom environment. 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 President; Candi E. Williamson 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 President Candi E. Williamson 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.

Side Conversations: It is sometimes necessary to ask a classmate a question during an instructor presentation or other class activity. Please make every effort to hold these conversations for break. If any conversations are disrupting the experience of the class, you may be asked to leave the classroom and receive an absence.

Weapons, Tobacco, Alcohol and Drugs:

Chico Massage School 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 President; Candi E. Williamson 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.

Class Conduct:

Chico Massage School expects you to participate fully in all learning experiences. During the presentation of content please pay attention, take notes, ask questions. During discussions please share your ideas respectfully and seek to learn from others. During massage practice sessions please follow school draping and safety protocols and behave as a professional. If your level of class participation is too low or overly assertive the Instructor will meet with you outside of class hours to discuss the matter and determine ways to participate more effectively. • Do not interrupt or talk over an instructor or fellow student. • No sleeping during class. • Please observe the scheduled breaks; do not leave the classroom mid-lecture or demonstration if at all possible, emergency restroom breaks aside.

Student Misconduct/Dismissal Policy:

Students demonstrating aggression, misconduct, HIPAA violations, and unethical behavioral issues will be dismissed from a clinical or class and a scheduled meeting with The President and General Manager will take place at the cost of the student. One hour equals \$45. If the meeting is less than one hour, the student will still be charged for the full hour. The student will be granted one of these such meetings which will consist of discussion of violations and a scheduled make up time, at the cost of the student. In this case one (1) hour of makeup time equals \$45.00.

Institutional Record Retention Policy:

Will be kept for five years minimum. These records include: Program offered and detail of curriculum, faculty folders, annual reports, school performance fact sheets, annual financial statements, and any documentation required throughout program dates. Student transcripts will be retained indefinitely.

Cheating Policy:

If the Instructor suspects you have cheated on an examination, they will pull aside at an undisclosed time and quiz you verbally on examination content. In the event you pass this verbal examination they will offer their sincere apologies. In the event you do not pass this verbal examination you will automatically fail the exam. You will be written up for cheating and have a meeting scheduled with the President to decide how to proceed.

Cell Phone Policy:

Please set your cell phone to silent and place it in your school bag, purse, or backpack IN YOUR CUBBY during class. Students are not allowed to carry a cell phone while in their clinical sessions. You may take your cell phone to the clinic, but it must be kept with your personal belongings during your clinical rotations. You may use your cell phone on breaks and lunch. Taking a picture with your cell phone is strictly prohibited and a violation could lead to immediate program dismissal. See HIPAA policy for additional information. If there is an emergency in which you need your cell phone you must speak with the Teacher **BEFORE CLASS STARTS** to get permission.

Student Probation Policy:

*Academic probation is determined if you reached four full days of excused or unexcused absences. In the case of an approved *Leave of Absence* (see aforementioned Leave of Absence Policy) students will still be on Academic Probation, however not bound to the criteria detailed below.

*Upon missing a fourth (4th or 26 hours) class, the student will be notified that they are on academic probation. Academic probation means the student has reached one class past the maximum number of absences. Upon missing a fifth (5th or 32.5 hours) class, the student will receive an academic suspension warning. The academic suspension warning means that missing another class will result in the student being suspended from continuing in the program until such a time their absences are made up. Upon missing a sixth (6th or 39 hours) class, the student is automatically withdrawn from the current program for an inability to maintain the minimum academic and attendance standards. Due to the effects of Covid on attendance, arrangements may be made at the president's discretion. These arrangements will be made directly with the CAO and President and the student.

*If dismissal of the student from Chico Massage School is the outcome and the student has reached less than 60% of scheduled class time they are entitled to a 60% or less refund. The reimbursement policy in this case is the same as stated in the Withdrawal Policy depending on how many hours have been completed by the student.

*The institution terminates the student's enrollment in dismissal, for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the school.

Student Draping Policy:

Draping is a crucial aspect of the proper and legal performance of massage therapy. Inappropriate or inadequate draping of self, another student, or a clinic client resulting in the exposure of self or another person may result in disciplinary action. First, a meeting with the instructor to review proper draping procedures, second, a formal warning with the president of Chico Massage School, and a third offense resulting in expulsion from the program.

ATTENDANCE POLICIES

Attendance Policy:

Students must attend class regularly and punctually. Students are required to complete all specified 625 hours as stated in the Program Description (above) as required by CAMTC for certification, and to receive Chico Massage School diploma. It is the students' sole responsibility to attend all classes and makeup days as arranged by students with the director of Chico Massage School in order to complete the program.

(Note: Any makeup hours can cost the student from \$15-\$45 per hour at the president's discretion. If a student needs to schedule make-up hours, they will need to meet with the President: Candi E. Williamson to decipher cost and days/times for makeup. The calculation will be determined based on what the student(s) is costing the school to open. Chico Massage School will do everything they can to keep the cost down, etc.: multiple student arrangements at one time.)

Missed Classes:

Life events may make it necessary for you to miss some class sessions. *You can miss three class sessions without explanations or repercussions so long as you arrange with your teacher to make up all class assignments, examinations, and practical evaluations within ONE WEEK of the missed class. After three (3) class sessions are missed, you will need to make arrangements with the President to continue with enrollment. Please schedule an office meeting with the President: Candi E. Williamson ASAP if you anticipate attendance issues throughout the semester so that we can make a plan.

*CAMTC requires specific hours to be completed and supervised. These hours must be made up. Hours that are required to be made up are but not limited to: Anatomy, Physiology, Pathology, Kinesthiology, All Hands on Bodywork and lecture. The student is financially responsible for the make up hours at the rate of \$15-\$45/hour.

Tardiness Policy:

If you arrive late please sit in the back of the classroom and make every effort not to disrupt the learning of others with unnecessary noise. There is no need to offer explanations. Late arrivals are tracked in the attendance book. Every three late arrivals are counted as 1 absence.

Early Departures:

If you must depart early, please sit in the room closest to the door and make every effort not to disrupt the learning of others with unnecessary noise. There is no need for explanations. Early departures are tracked in the attendance book. Every three early departures are counted as 1 absence.

Make-Up Policy:

There are 625 hours in our program, it is necessary to make-up for missed days. The student must contact the Instructor, President or General Manager by email, or text to approve and plan for the use of these scheduled days. The phone number is 530-521-9397, and the email is info@chicomassageschool.com. The student must receive a confirmation of receipt, either by text message, or email response.

Late Homework:

Late homework or missed course work because of absence is due within ONE WEEK of the due date or missed class. You may turn in three total homework assignments or missed course work assignments late (within ONE WEEK). All subsequent late assignments or course work is awarded HALF (½) points earned.

Withdrawal Period:

The student has the right to withdraw from a course of instruction at any time.

- The written notification of withdrawal must be delivered in person or sent by US mail to: President, Chico Massage School, 821 East 5th Avenue, Chico, CA 95926. This notification must have the date and signature of the student as well as the date and signature of the staff upon receiving. The student will not be considered withdrawn without proper notification.

Leave of Absence Policy:

In the case of an emergency, health problems, pregnancy, surgery, or family tragedy that takes the student away from more than three class periods you will need to schedule time with the President as to how to make up time. You will need to have a doctor's note or sufficient proof, as decided by the President to determine how to proceed. No excuse, no proof, or not showing up to class more than three days will result in dismissal of the program, unless an approved emergency explains no show. Because this program is only 5-months, we are limited in availability to make up time. These hours can be made up within the 2 make-up days provided at the end of the semester. If a leave of absence is longer, as understandable in many scenarios, the student must meet with the President, Candi E. Williamson to determine how to proceed. Options may include, but are not limited to: same semester scheduled make up time as scheduled per specific situation or the possibility of transferring hour/day/tuition to proceeding semester(s).

Initiation of Withdrawal:

A withdrawal is considered to have occurred on the earlier of, a) the date the student officially notifies the School of their intent to withdraw, or b) the point at which the student fails to meet the published attendance policies outlined in the school catalog. Any remaining balance of funds will then be returned to the student. The refund computation will be based on the last date of student attendance as long as it is prior to the 60% mark of attendance, in which only partial refund will be due (depending on exact percentage of class time enrolled). If the student is enrolled 61% or more NO REFUND IS DUE.

Withdrawal Due to Leave of Absence:

If students do not return following a leave of absence on the date indicated on the approved written request, refunds will be made within forty-five (45) days from the date the student was scheduled to have returned. For purposes of determining a refund, the last date of attendance is used when a student fails to return from an approved leave of absence.

Withdrawal Due to Prolonged Illness or Accident:

In cases of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the School will make a settlement that is reasonable and fair to both parties.

STUDENTS RIGHTS

Students' have the right to contact the Institution via email or phone at any time to expect contact returned within a 72-hour period or next class period, whichever is shorter. They have the right to request meetings scheduled outside of class time as agreed upon by the Institute and Student. They have the right to request library resources during non-class hours as agreed upon by students and staff.

Student Record Retention Policy:

Any student that is enrolled, meaning they have signed an Enrollment Agreement will have a permanent file held, no matter if they complete the program or not. These records will be held indefinitely by the Records Custodian.

Job Placement Assistance:

Chico Massage School does not offer job placement assistance. Chico Massage School does not and cannot promise or guarantee either employment or level of income or wage rate to any student or graduate.

Housing Policy:

We do not have dormitory facilities. Chico Massage School has no responsibility to find or assist a student in finding housing. There are apartment complexes and homes within walking distance or a short bike or drive from our facility. Here are some options:

Campus Place Apartments: \$745-\$960/month

119 Stewart Avenue & 1202 Bidwell Avenue, Chico, CA 95926 (530) 345-1923

<http://www.rentinchico.com/rental-properties/campus-place-apartments>

Redwood Cove Apartments: \$625/month

621 Pomona Avenue Chico, CA 95928 (530) 879-9222

<http://ismrem.com/1023/redwood%20cove%20apartments-apartments-for-rent/chico/95928>

Menlo Pointe Apartments: \$995/month

120 Menlo Way, Chico, CA 95926 (530) 592-3355

<http://ismrem.com/1016/menlo%20pointe-apartments-for-rent/chico/95926>

Tutoring and Academic Advising Policy:

Academic advising is available to those students in need. Students are able to schedule time with the President, General Manager, or Instructor for help. Please contact a Chico Massage School Staff member to schedule. Tutoring can be arranged directly with the instructor at an additional charge.

Special Accommodations:

Chico Massage School will make reasonable accommodations to support the learning and achievements of all students. If you are experiencing difficulty comprehending the material, meeting course requirements, or participating fully in classroom activities for any reason, please let your Instructor know and we will set up a time to meet outside of class time to address your needs.

Nondiscrimination Policy:

Chico Massage School does not discriminate against any person on the basis of race, color, religion, national origin, gender, gender expression, sexual orientation, marital status, or age in admission, treatment, or participation in its programs, services, and activities, or in employment.

Communication and Grievance Policy:

Students are invited to communicate their special needs and concerns to their teachers, the School President or General Manager at their earliest possible opportunity. Course acknowledgement/evaluation forms provided in class may be used for this purpose or students may speak with their instructors in person. There will also be bi-monthly signup sheets for individual meetings with the General Manager to allow for any comments, concerns, or questions that may arise beyond the classroom content. If there is an issue or grievance that the teacher is unable to handle to the student's satisfaction, or one that the student would prefer to keep the issue confidential from the teacher, students are urged to contact the General Manager. The General Manager is specially trained to support students' rights and address any grievances, or special needs that students may have with the school, the faculty or fellow students.

Grievance and Complaint Procedure:

The sole purpose of Chico Massage School 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. Chico Massage School asks that students please address these issues within 24 hours of their inception, or at their earliest convenience to support the fulfillment of a quality education for themselves and to keep stress at a minimum. The 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 Candi E. Williamson, President of Chico Massage School (Mail letter addressed to Candi Williamson, President at Chico Massage School, 821 East 5th Avenue, Chico, CA 95926. If emailing, please send a signed letter as an attachment to info@chicomassageschool.com. You may also deliver the sealed letter to an Administrative Staff representative at the school. Please retain a copy for your records.

3. The President 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 Chico Massage School 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, CMS administration 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, 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: 1747 North Market, Suite 225, 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.

Additional Student Services

- Student orientation for students in our program.
- Every new student is required to have liability insurance for the duration of enrollment. We require ABMP, Associated Bodywork and Massage Professionals for student liability insurance. ABMP includes an exam coach and practice quizzes to help prepare students for the MBLEx. Every student is given a brochure, which is reviewed during orientation.
- Meetings with the General Manager to ensure Student success, time for questions and concerns, overall learning and interpersonal needs discussed and addressed. Students are also able to schedule meetings with the General Manager, President or Instructor at any other time requested and approved by Chico Massage School staff.
- Graduation ceremonies to celebrate student success and provide an opportunity for friends and family to understand students' accomplishments.
- Herbal teas and filtered water for students' wellbeing during class hours.
- Email announcements for holistic community events and concerns.
- We promote a comfortable and courteous classroom environment, with no shame or lack of understanding for any personal needs that may arise. Good relationships between Staff and Students are important to the classroom environment, client work exchange, and overall human experience.

FACULTY AND THEIR QUALIFICATIONS

Administrative Staff:	Instructors:
Candi E. Williamson	Candi E. Williamson
Rosemary Compton	Aaron Fetty
	Rosemary Compton
Advanced Course Instructors:	Advanced Course Instructors:
Candi E. Williamson	Jean Louise Green
Aaron Fetty	Maria Corrales
Caitlin Linscheid	Jenni Miller
Katarra Shaw	

Candi Williamson: CMT, President, has 19+ years of experience as a Massage Therapist. She has won the title of best massage therapist for her exemplary service and skill set. “Best of Del Norte,” in 2006 and “Best of Chico” 2017, 2018 and 2019. Candi specializes in Pre and Post Surgery, Specific Injury, Scar Tissue and Sports Massage. She believes in assisting with the healing process to produce a life without pain as well as educating her clients on how and why the pain exists, with hands-on training to manage the pain at home. As a business owner, teacher, and Chico Massage School President, Candi is devoted to sharing her talent, knowledge, and desire to help and educate others. She provides a positive, ethically sound classroom and clinical environment. Her skills and experience allow for mechanical precision, as well as clearly communicated lessons and encouragement of self-care for all of her staff and students.

Aaron Fetty: CMT, Instructor, has been an instructor since 2001. After graduating with a Bachelor of Science in biology from the University of Nevada, he attended the Ralston School of Massage in Nevada. After completing the 710-hour program, he taught there from 2001-2011. He has also taught anatomy & physiology for the Truckee Meadows Community College massage program. Since moving to California in 2013, he has been tutoring college students in anatomy & physiology and practicing massage therapy in a variety of settings. He loves helping people, playing with his two children, dancing to live music, and exploring the world. Aaron is our lead instructor and will be teaching the entirety of the level 1 program.

Rosemary Compton: CMT, Instructor, graduated from Chico Therapy Wellness Center 2001 and has since gained certifications in multiple massage modalities. With a holistic view of health and wellness, she has also attained her level 1, 2, and Master Reiki Certifications as well as completed a 500-Hour course in Aromatherapy. She has always had a love for plants and dabbles in herbalism, homeopathy and loves growing plants for their scents, beauty and medicinal values. She also has a mind for numbers, as a former business owner and a bookkeeping background, she has good insights and perspectives to offer around the business side of massage therapy.

Jean Louise Green: CMT, and Certified Rolf Practitioner, Instructor since 1991, trained with Dr. Ida P. Rolf’s first generation teachers. From 2004-2018, Green taught Basic and Advanced level Deep Tissue classes at Chico Therapy Wellness Center, as a California state certified teacher of therapeutic massage. Her knowledge and skill with body mechanics, and the structure of the body and its energetics, made her classes highly valued among the students. Jean Louise Green has loved the years of teaching and is featured on radio and podcasts as the author of the newly published *STRUCTURAL INTEGRATION & ENERGY MEDICINE: A Handbook of Advanced Bodywork*. She maintains a full-time practice in Chico, California.

Caitlin Linscheid: CMT, E-RYT, Instructor is a Chico native with 3,000+ hours of experience in 4 years as a Massage Therapist and 5 years as a Registered Yoga Teacher. Caitlin is cross-trained in Vinyasa and Restorative yoga as well as several types of massage including Swedish, Deep Tissue, Myofascial Release, and Ashiatsu. She specializes in integrating her training in anatomy, functional movement, stretching, and strengthening to help her clients foster their own mind/body connection, which she believes is vital to living as pain-free as possible. Caitlin is dedicated to providing an accessible and encouraging education to her students and clients alike.

Maria Corrales: CMT, Instructor has been practicing massage since 2007. Maria's unique healing offering is enriched by the colorful life of adventure and purpose she has led.

Maria first began her healer path when she traveled alone at the age of 19 to the South African bush to help care for orphaned and injured baboons (the largest monkeys in the world) at C.A.R.E.. She dedicated herself to the care of innumerable emotionally, physically and psychologically traumatized baboons, rehabilitating them for successful release back into the wild. For half of her twenties she lived in the wilderness with primates and honed her skills of observing and listening to the vast wealth of non-verbal information available, both from other beings as well as from our natural environments themselves, finding nature to be a conduit for spiritual insight and clarity.

When not living in the wilderness with monkeys, Maria completed a Bachelor of Science in Biology, formal training in massage therapy, and operated her therapeutic massage practice in the United States.

In 2011, Maria traveled to Dharamsala, India where she studied yoga with Yogacharya Lalit at Himalaya Yoga Valley, becoming a Registered Yoga Teacher. She later returned to India from 2017-2019 where she volunteered and studied at Tibetan Buddhist meditation centres, living in close proximity to His Holiness the Dalai Lama and other highly-realised beings, having the great fortune to receive many teachings and blessings from them.

Maria has now returned to her home state of California and is pleased to offer her supportive heart and healing hands that she may benefit all beings to the best of her ability.

Katarra Shaw: CMT, Instructor is a California Licensed Midwife, Massage Therapist and International Board Certified Lactation Consultant (IBCLC) who has been working with midwifery and botanical medicine for fifteen years. Her midwifery education includes a comprehensive academic and clinical training at Maternidad La Luz, a busy birth center in El Paso, Texas and attendance at many home birth in California. She started attending births in 2009 and opened her own practice in Chico in 2013. Katarra's massage training includes Maya Abdominal Therapy, Rolfing Structural Integration and CranioSacral Therapy. She has studied with Chico Therapy & Wellness Center, Jean Louise Green, Michael Turk, Debbie Pierce IBCLC, Cathy McLendon IBCLC, Theresa Watson IBCLC, Heartwood Institute, Dr. Rosita Arvigo, Dr. Aviva Romm, herbalists Susun Weed, Matthew Wood, Lise Wolff, Upledger Institute, Milne Institute, Carol Grey and Rolf Guild for Structural Integration. Katarra also serves on the board of directors for the Rolf Guild of Structural Integration.

Her IBCLC Lactation education was completed through UC San Diego with a year-long internship at Enloe Hospital Mother Baby Center working with local families. She has undergraduate degrees from Chico State in Music Performance, Audio Engineering, and Spanish. Katarra continues to work closely and be mentored by teachers whom she calls Everyday Masters; local practitioners who are experts in their field and open to sharing their lifetime of knowledge and skills. When not attending births, she is a busy musician in Chico or working as a hospice volunteer. She was raised in a bilingual home on a farm in Glenn County between the Sacramento River and Stoney Creek.

Jenni Miller-James: CMT, RYT, has a bachelor's degree in Anthropology and will receive her Masters in Social Work degree with an emphasis in clinical psychotherapy in Spring 2023. Internationally educated in India, Mexico, California and Hawaii, Jenni has thousands of hours of experience and training in massage therapy. She has been practicing massage and bodywork since 2011 and has been published with her works on the history of barefoot massage. Her specialties include mindfulness-based psychotherapy incorporating somatic engagement, barefoot massage and integrative therapeutic massage. Her massage and yoga philosophy encompasses traditional and science-based techniques to maximize client results. Her goal is to lengthen and enhance the careers of thousands of massage therapists both new and experienced, by sharing the deeply beneficial art of barefoot massage.

Facility Description

Our clinic classroom is 18 feet x 35 feet. It has 8 massage tables, bolsters, pillows and body pillows as well as 8 rolling stools. It houses the library as described under "library description" below. The lecture classroom has folding chairs and tables, chromebooks, projector and podium. A large skeleton, and anatomical models including: sacrum, vertebra, skull, cervical spine, knee, forearm, hip, and shoulder will all be used during instruction and available for students to study and ask questions. There are several posters to use during discussion and study as well; described as: 5 trigger point, reflexology, muscular system, and large muscular system. Students have access to an outdoor break area, indoor break room including refrigerator/freezer, microwave, hot tea kettle, filtered water, dishes, silverware and basic dish cleaning supplies, restroom access, and an office for any private meetings.

Library Description:

Chico Massage School provides copies of manuals, textbooks, supplemental books, and other required course materials, i.e., reference books, magazines, trade journals, transparencies, and other media and equipment at the campus libraries. The libraries are located on a bookshelf in the classroom for easy access. These materials are available for students to check out for additional study.

Check Out Procedure:

To check out library materials, Students may simply select the materials that they wish to take home and check them out from the instructor. Materials are typically signed out for the period of a week at a time unless other arrangements are made. Library hours are during class hours, unless scheduled times are approved by staff. Note: Required textbooks are usually reference books that students will want in their own personal libraries, so they often prefer to buy their own.

Distance Education:

Chico Massage School does not provide distance learning training programs. All classes are residential in nature and are held at Chico Massage School: 809 East 5th Avenue, Chico, CA 95926.

Chico Massage School will offer distance learning for all classes in accordance with CAMTC requirements, excluding clinic hours and hands on techniques. Students may attend class virtually for select subjects with prior approval from the instructor. Assignments will be done during class hours using Google Classroom. The student will share any assignment with the instructor so they may review and give feedback in real time.

MONETARY POLICIES

Charges for Trimester Enrollment

Students will be charged tuition based upon trimester period including the following terms required to graduate: Body Term, Health Term and Wellness Term, that comprises one academic year, at a rate of \$15 per clock hour:

DESCRIPTION of FEES	Totals
Registration Fee (Non-Refundable)	\$0.00
Tuition	\$9,375.00
ABMP Exam Coach/Insurance	\$125.00
Equipment (owned by student)	\$100.00
STRF (Non-Refundable)	\$25.00
Out of Pocket Estimate	(\$275.00)
Post Graduation Certification Expenses (CAMTC, MBLEx and Live Scan)	(\$668.00)
TOTALS	\$9,625.00 +(943.00)

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE:.....\$9,625.00

ESTIMATED TOTAL CHARGES FOR ENTIRE EDUCATIONAL PROGRAM:.....\$10,568.00

(\$9,375.00 tuition + fees + sheets, materials for class + required text + Post graduation certification expenses)

Students are required to follow their Schedule of Charges beginning with the first payment at the time of enrollment. If the textbooks are returned on the last day of class and no later than 10 calendar days after the last day of class with NO RIPS, FOLDS, MARKS, DOG-EARS, WATER DAMAGE, or any other damage the student will not be charged for damages. If the book is damaged or the student does not return, Chico Massage School will bill \$100 to replace the damaged book.

**THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT:
1st payment on their Schedule of Charges**

**WE DO NOT PARTICIPATE IN ANY STATE OR FEDERAL FINANCIAL AID PROGRAMS.
Students enrolled in a federally unaccredited institution are not eligible for federal financial aid programs.**

If the student obtains a personal loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less any amount of a refund.

Payment Plan Policy:

A copy of the signed and dated payment plan agreement will be given to the student. A monthly tuition balance statement will be given to the student. Each time a tuition payment is made the student will receive a receipt including their name, the date of payment, amount of payment and the remaining tuition balance plus any fees incurred.

- Accepted payments: cash, cashier's check, or bank transfer through Quickbooks invoice.

Payment Period Definition:

CMS calculates its refund based upon payment periods. A definition of the payment period at CMS is that programs of six hundred twenty-five (625) hours or less constitute one payment period.

State Pro-Rata Refund Policy:

Chico Massage School ("CMS") uses the state pro-rata refund policy for students who have completed sixty percent (60%) or less of the period of attendance. **Partial refund is only possible if Sixty Percent (60%) or Less of Instruction is Completed. At 61% or more of the program has been completed: NO REFUND IS DUE.** In the event of withdrawal or termination, the student has the right to receive a refund for the unused portion of the tuition and other refundable charges if the student has completed sixty percent (60%) or less of the instruction. No monetary refund is due if greater than sixty percent (60%) of the program has been attended by the student.

Refund is Due Within Forty-Five (45) Days of Notification:

Any monies due the applicant or student will be refunded within forty-five (45) days of the date of cancellation, withdrawal or dismissal including signed document stating withdrawal from Student.

Student Tuition Recovery Fund (STRF) Disclosure:

"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."

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

“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, 1747 North Market, Suite 225, 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'S RIGHT TO CANCEL

Student has right to cancel the enrollment agreement and obtain a FULL refund of charges paid through attendance of the first-class session, or the seventh day after enrollment, whichever is later. Cancellation notices shall be in writing. Withdrawal may be effectuated by the student's written notice or by the student's conduct, including but not necessarily limited to a student's lack of attendance. You are not officially considered a CMS student until you have attended your first scheduled class of instruction. Applicants or students may cancel the Enrollment Agreement as follows:

1. **Admission Rejection.** An applicant rejected for admission is entitled to a refund of all monies paid, including registration fee.
2. **Right to Cancel.** The student has the right to cancel the Enrollment Agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The registration fee in this case is not refundable. "Enrollment" is defined as the date that the Enrollment Agreement is signed by the student.
3. **Written Notice Required.** Cancellation will occur when the student gives written notice of cancellation to the School General Manager or to the School President at the following address:

Chico Massage School @ 821 East 5th Avenue, Chico, Ca 95926.
4. **Written Notice Can Take Any Form.** The written notice of cancellation need not take a particular form, though expressed through writing, is effective if it states that the student no longer wishes to be bound by the Enrollment Agreement. The student has the right to withdraw from a course of instruction at any time. The written notification of withdrawal must be delivered in person or sent by US mail to: President, Chico Massage School, 821 East 5th Avenue, Chico, CA 95926. This notification must have the date and signature of the student as well as the date and signature of the staff upon receiving. The student will not be considered withdrawn without proper notification.
5. **Effective Date of Written Notice.** The cancellation is in writing, and is effective on the date of personal delivery or, if mailed, on the date postmarked. The school shall refund any consideration paid by the student within forty five (45) days after the school receives notice of cancellation. Any monies due the applicant or student will be refunded within 45 (45) days of the date of cancellation, withdrawal or dismissal including signed document stating withdrawal from Student. The money will be refunded in the form it was received, unless it was cash, as that will be refunded by check.

If the student cancels enrollment past the 7th day after enrollment or past the first day of class. See below:

- **Bureau for Private Postsecondary Education Refund Policy for Diploma Programs**

If the student withdraws from a course of instruction no later than midnight of the seventh day after the day on which the student enrolled or the first day of class, the school will remit a refund, as per the following refund formula. The amount of the refund shall be calculated on a pro-rata basis, less the registration fee, less the STRF fee, and less the cost of any equipment and/or books and supplies the school provided the student which were not returned within forty-five (45) days following the date of the student's cancellation, withdrawal or dismissal. The pro-rata refund formula is as follows:

1. Determine the Program Tuition by subtracting all fees, equipment, books and supplies from the Total Program Cost.
2. Divide the Program Tuition by the Total Hours in Program to arrive at the Program Tuition per Hour. (\$15 per hour)
3. The answer to the calculation in step (2) is the hourly charge for instruction. (\$15 per hour)
4. The Amount Owed by Student for the purposes of calculating a refund is derived by multiplying the Hours of Instruction Attended by Student by the Program Tuition per Hour and adding in any book or equipment charges to arrive at the Tuition Due to School.
5. The Refund Amount Due to Student shall be any amount in excess of the Amount Paid by Student.
 - a.) Total Program Cost –Registration Fee –STRF Fee(non refundable) –Equipment & Books & Supplies = Program Tuition
 - b.) Program Tuition / Total Hours in Program = Program Tuition per Hour
 - c.) Program Tuition per Hour x Hours of Instruction Attended by Student = Tuition Due to School
 - d.) Tuition Due to School + Registration Fee + STRF + Unreturned Equipment & Books & Supplies = Amount Owed by Student
 - e.) Amount Paid by Student –Amount Owed by Student = Refund Amount Due to Student.
- Sample Calculation 1: Assume a six hundred and twenty five (625) hour program costing \$9,625.00 tuition, \$0.00 for registration, \$25.00 for STRF, \$100.00 for equipment, and \$125.00 for the ABMP Exam Coach. The student withdraws after 7 days of attendance and does not return \$25.00 for STRF \$100.00 of school equipment, or the \$125 ABMP Exam Coach. If the student has already paid the school a total amount of \$5,000.00 toward the program of instruction, the refund calculation would be:
 - a. $\$9,625.00 - \$0.00 - \$25.00 - (\$100.00 + \$125.00) = \$9,375.00$ Program Tuition
 - b. $\$9,375.00 / 625 = \15.00 Program Tuition per Hour
 - c. $\$15.00 \times 300 = \$4,500.00$ Tuition Due to School
 - d. $\$4,500.00 + \$0.00 + \$25.00 + \$100.00 + \$125.00 = \$4,750.00$ Amount Owed by Student
 - e. $\$5,000.00 - \$4,750.00 = \$250.00$ Refund Amount Due to Student

CANCELLATION OR TERMINATION AFTER COMPLETING 60% OR MORE OF THE PROGRAM WILL RESULT IN NO REFUND AND TOTAL AMOUNT OF PROGRAM IS DUE.

Sample Calculation 2: Assume the same conditions and numbers as

“Sample Calculation 1” above, but where the student withdraws after four hundred (400) hours of attendance, and returns no equipment, books, or supplies. Because the student has already completed sixty four percent (64%) of the program ($400 / 625 = 64\%$), no refund is due.

***60% is 375 hours**

If a student obtains a loan to pay for an educational program, 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 monies not paid from federal financial aid funds.

The school is a private institution, that is approved to operate by the bureau, and that approval to operate means compliance with state standards of California Private Postsecondary Education Act (CEC) and California Code of Regulations (CCR)

Chico Massage School is unaccredited by an accrediting agency recognized by the United States Department of Education and offers a Diploma in Massage Therapy. A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions within the State of California.

Bureau for Private Postsecondary Education

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

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:

Mailing Address:

Bureau for Private Postsecondary Education
P.O. Box 980818, West Sacramento, Ca 95798-0818

Physical Address:

Bureau for Private Postsecondary Education
1747 North Market Street, Suite 225, Sacramento, CA 95833

Phone: (916) 431-6959

E-mail: bppe@dca.ca.gov

Website: www.bppe.ca.gov

Fax: (916) 263-1897

CAMTC Certification: Chico Massage School is approved by the California Massage Therapy Council (CAMTC) Approval Code SCH0177

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

Requirements for CAMTC Certification:

The California Massage Therapy Council issues voluntary certifications to massage professionals that meet the requirements in the law. Certification is voluntary, and CAMTC certification is not required by state law in order for a massage professional to practice their profession in the state. Chico Massage School suggests obtaining the CAMTC certification for massage professionals. To find out if your city or county requires certification, please contact the city or county in which you wish to practice. Local permits may be needed for each city or county where you practice unless you are certified. If you are in an unincorporated area, please check with the county.

Massage professionals may find CAMTC certification useful as it allows certified individuals to practice their profession in all cities and counties in the state without the need to get a local permit to provide massage for compensation.

California Business and Professions Code section 4611 makes it an unfair business practice for anyone not certified by CAMTC to use the titles: Licensed, Certified, Certified Massage Therapist, Certified Massage Practitioner, CMT, or CMP.

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 (Fee increase April 1, 2023 to \$300); **Make sure to check the CAMTC website for any changes**
- 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;
- Pass one of the following CAMTC - approved exams (the exam companies charge a fee for taking their exam):

- o **Massage and Bodywork Licensing Exam (MBLEx) *This will be what Chico Massage School prepares students for***
- o Board Certification Exam in Therapeutic Massage and Bodywork (BCETMB);
- o National Certification Exam for Therapeutic Massage and Bodywork (NCETMB) or National Certification Exam for Therapeutic Massage (NCETM) taken on or before February 2015; or
- o New York State Massage Therapy Examination;
- 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.

Questions or Complaints to CAMTC. 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 800, Sacramento, CA 95814, www.camtc.org, phone (916) 669-5336, or fax (916) 669-5337.

Legal Statements

Chico Massage School has:

- **NO Pending petition in bankruptcy**
- **IS NOT Operating as a debtor in possession**
- **HAS NOT Filed a petition within the last five years**
- **HAS NO Petition in bankruptcy filed against it the past five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code**

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION The transferability of credits you earn at Chico Massage School is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the Diploma you earn at Chico Massage School is at the complete discretion of the institution to which you may seek to transfer. If the Diploma that you earned at this institution is not accepted at the institution at 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 would meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Chico Massage School to determine if your Diploma will transfer.

Chico Massage School has not entered into an articulation or transfer agreement with any other college or University.

Projected number of Students each year:

A projection and the bases for the projection of the number of students that the institution plans to enroll in the educational program during each of the three years following the date the application is submitted: The projected number of students is 16-48 per year. This projection is based on 16 available spots in the classroom per course session as well as the previous massage school: *Chico Therapy Wellness Center and Massage School's* list of inquiries they had of potentially interested students for July 2018. This Institution will schedule 3 course sessions per year with enrollment available every 2 months for Day term and every 4 months for night term for the 625-Hour Massage Therapy Training Program.