



Hollywood
Career College

Catalog

January 2021 - December 2021

Hollywood Career College reserves the right to add, amend, or repeal any of the rules, regulations, policies and procedures described in this catalog at any time.

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.

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Hollywood Career College (HCC) is an independent, private institution of career education approved to operate by the California Bureau for Private Postsecondary Education. This approval means compliance with state standards as set forth in the California Private Postsecondary Education Act of 2009. The College serves students from diverse backgrounds, seeking to deepen their knowledge and vocational skills. An equally important aim is the development of positive attitudes toward work and life. The College's overall goal is to prepare our students for a life of learning and success.

Hollywood Career College is a proud educational establishment which offers higher learning to students who want to become massage therapists. We prepare students for a career in the spa industry, emphasizing the value of living a positive, ethical life. We strive to empower all students, offering a complete program that makes students confident that they have the skills needed to start their careers.

In order to ensure fulfillment of our mission, the college has established the following goals:

- The College will strive to provide high quality instruction, and encourage students to participate in a dynamic, interactive, and stimulating classroom environment.
- The College will continually evaluate new instructional texts, materials, and methodologies, updating our curriculum when new and effective approaches are found.
- The College will provide students with an environment conducive to the development of the essential skills needed for success in school, work, and life. Particular emphasis is placed on critical analysis and the development of decision making and self improvement skills in order to maintain relevance to real world situations.
- The College will solicit student feedback regarding program and instructor effectiveness by implementing a student survey system.

In any profession, acquiring and retaining employment requires certain basic personal standards. Students will learn the importance of the following:

- Personal appearance
- Professional demeanor
- Professional responsibility
- Ethical behavior

Contact Information (all classes will be held at this location):

Hollywood Career College
1552 N. Western Ave.
Los Angeles, CA 90027

(323) 899-0895

www.hollywoodcareercollege.com

BPPE School Code: 77183620
CAMTC School Approval Code: SCH0172

Program classes are organized into modules which are typically ten calendar days in duration. These modules run on a continuous basis. Please contact the admissions office for the exact start date of the next module. In order to enroll, all prospective students must have a personal interview with the admissions office, after which they will receive a tour of the facilities and the application form. Successful completion of a language proficiency test is required.

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 will be provided to you prior to signing an enrollment agreement.

Admission Requirements

Hollywood Career College is an equal opportunity institution. All applicants will be considered for enrollment regardless of age, sex, sexual orientation, gender identity, race, color, national origin, handicap, or religion. Each applicant must meet the following requirements for enrollment:

- 1.) Be a high school graduate, or hold High School Equivalency Certificate. Prospective students who cannot provide this documentation must demonstrate the ability to benefit with passing scores on the Combined English Language Skills Assessment ("CELSA") exam as described below.
- 2.) Be at least 18 years of age
- 3.) Completion of an interview and completion of an enrollment application; there is a \$150.00 non-refundable application fee
- 4.) Be physically capable of performing the required tasks of the program

The College reserves the right to reject students if any of the items listed above are not successfully met or completed.

Ability To Benefit Policy

Applicants who do not meet the education requirements noted above must demonstrate the ability to benefit from the training being offered at the HCC. Ability To Benefit applicants are required to pass the CELSA exam with passing scores (currently, 97 on both Form 1 and Form 2). The test is administered at the school.

Foreign Students and Visa Requirements

The college admits foreign students with following requirements for enrollment:

- 1.) Be a high school graduate or hold the relevant certificate showing high school equivalency. A diploma or certificate must be provided.
- 2.) Possession of a valid passport and the appropriate visa (F-1 or M-1). HCC does not provide visa services. HCC cannot vouch for student status.
- 3.) Be at least 18 years of age
- 4.) Completion of an interview and completion of an enrollment application; there is a \$150.00 non-refundable application fee
- 5.) Be physically capable of performing the required tasks of the program
- 6.) Demonstration of basic competency in English by scoring a passing score (currently, 97 on both Form 1 and Form 2) on the Combined English Language Skills Assessment ("CELSA") exam. This exam is administered at the school.

The College reserves the right to reject students if any of the items listed above are not successfully met or completed.

Instruction Language

Instruction is provided only in English. All written materials and lectures are conducted in English.

At this time, HCC does not offer any English language services, such as ESL instruction.

At his time, HCC does not participate in federal or state financial aid programs. Payment plans are available, however. Details can be found in the 'Program Tuition and Fees' section of this catalog.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

If a student has taken out a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

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

Attendance Records

The College shall maintain the attendance records in computer form for all classes where attendance is taken. Students wishing to contest the accuracy of the records must do so within fourteen calendar days of the day in dispute. After this period, the computer attendance record shall be considered final.

Attendance Requirements and Make-up Policies

Attendance in class is critical to student academic success - completion of all coursework is required for graduation. Specifically, all supervised class time for a given program must be completed, in person, according to the program description. Accurate tracking of instructional time is an important factor in ensuring program integrity, so student "clock in" and "clock out" times are carefully tracked by an electronic system.

As the programs have been carefully designed to meet various CAMTC certification requirements, any make-up assignments will be of the same instructional style, duration, and material as the missed work, and will be instructor supervised at the HCC facility. For example, one hour of missed lecture must be made up by a replacement hour of lecture time on the relevant material; one missed hour of a given practical exercise must be replaced by the same practical material.

Although faculty may provide make-up work opportunities for smaller amounts of material (typically up to approximately four hours), students should be aware that larger amounts of work may be simply impractical for an instructor to provide, and will require a student to wait for the next offering of the particular class in order to fulfill a course requirement. The availability and scheduling of make-up work is solely at the discretion of the instructor. Any make-up hours will incur a charge of \$10 per hour.

Students should notify the instructor of any planned absences. Longer term absences may require a leave of absence, as described in the "Leave of Absence Policy" section.

All instruction is provided on site; HCC does not currently offer any distance education programs. ***(Currently and temporarily, remote instruction is in place due to COVID-19; please see the Addendum at the end for additional information.)***

Consecutive Absence Rule

When a student's unexcused absences from any module exceed more than five consecutive calendar days (excluding holidays and scheduled breaks), the College will make a determination regarding that student's enrollment status. The following guidelines shall be followed:

Students who declare in writing they will not return to school shall be promptly dismissed, pursuant to the applicable refund policies.

All students who state they intend to return must do the following:

- 1.) Attend their next scheduled class session
- 2.) File a written attendance violation appeal
- 3.) Maintain perfect attendance while the appeal is pending
- 4.) Commit to the determined actions for improvement

A student who has promised to return to school, but does not attend the next scheduled class session shall be dismissed, pursuant to the applicable refund policies.

Grading Policies

<i>Letter Grade</i>	<i>Value for GPA</i>
A	4
B	3
C	2
D	1
F	0
W (Withdrawn)	None

Leave of Absence Policy

A leave of absence may be granted in the case of unusual circumstances that require students to interrupt their education. Possible examples could include family loss, serious illness, or injuries. The leave of absence must be requested by the student in writing and approved by the College. There must be a reasonable expectation that the student will return after the period described in the request, in order for the request to be granted.

Upon return from leave, the student will be required to repeat any incomplete modules. Continuation of the program will depend on the sequence and scheduling of the appropriate courses available at the time of re-entry.

Students who do not return following an approved leave of absence period will be considered to have withdrawn according to the normal withdrawal and refund policies.

Academic Probation and Dismissal Policy

Academic Probation is a means of identifying students who are in academic jeopardy and must show academic improvement in order to be allowed to continue their studies. Probationary status will be determined by cumulative GPA's falling below the following thresholds:

- 1.5 - during the first quarter of the program's class hours
- 1.75 - during the second quarter of the program's class hours
- 2.0 - during the second half of the program's class hours

Probationary status is removed when students raise their GPA above the relevant threshold.

Students will be sent a letter of notification of probationary status and must meet with a school representative at the beginning of the next module. The College may impose conditions that are academically appropriate for continuation of studies. Continued failure to progress towards a removal of probationary status may result in academic dismissal.

Dress Code and Personal Hygiene Policy

Appearance and hygiene are to reflect a professional appearance. Students must follow these requirements:

- 1.) If required by a particular program or course, any uniforms provided by HCC must be worn at all times during that class session. Uniform (HCC t-shirt) must be clean.
- 2.) Clean white or black casual or sport shoes are acceptable.
- 3.) The following items are not allowed: caps, sandals, sunglasses.
- 4.) Any earrings must not be longer than the earlobes. No eyebrow, nose, tongue or lips piercings are to be worn in class.
- 5.) Hair must be properly restrained and well groomed. Any facial hair must be neatly trimmed.
- 6.) Students must shower daily. Fingernails should be clean and trimmed short.
- 7.) Food and beverages are not allowed in clinic areas.
- 8.) Students are not allowed to use mobile phones, pagers, radios, iPods, or other electronic devices in class.

School instructors will be the final judge of acceptable standards in grooming, hygiene, and uniform. If a student is found to not be in compliance with the standards, he or she will be dismissed from the class until this is corrected.

Disciplinary Action Policies

Depending on the severity of the infraction, students may be suspended, placed on probation, or have their enrollment terminated. Students may be subject to disciplinary action for any of the following:

- 1.) Academic cheating or dishonesty, including falsification of past academic history.
- 2.) Disruptive behavior in the classroom or other areas on school grounds.
- 3.) Improper behavior towards staff or other students.
- 4.) Willful damage or destruction of school property (students will be held liable for damages).
- 5.) A breach of any terms in the enrollment agreement or this catalog.
- 6.) Failure to fulfill financial obligations.
- 7.) Conduct which tarnishes the reputation of the school.
- 8.) Unlawful conduct.

A student has the right to cancel this enrollment agreement and obtain a refund of charges paid. This option is available through attendance at the first class session, or the seventh day after enrollment, whichever is later. A student may cancel this enrollment by giving written notice to the College.

A withdrawal may be triggered by a student's written notice or by student conduct, including (but not limited to) a lack of attendance.

In the event of cancellation or termination, a written confirmation will be provided to the student.

In the event of cancellation or termination, the student is financially obligated to the College according to the following:

- 1.) If cancellation occurs within seven days after the date of enrollment, or before the first scheduled class session (whichever is later), 100% of all institutional charges shall be refunded, minus the \$150 application fee.
- 2.) If withdrawal or termination occurs after the commencement of classes, the student shall be charged according the last date of attendance. If withdrawal or termination occurs before the completion of 60% of the total class hours (300 hours), the student shall be entitled to a prorated refund of tuition. The College shall retain the application fee, book and supply fees, and any other legitimate charges owed by the student.
- 3.) If withdrawal or termination occurs after the completion of 60 percent of the total class hours, the student shall be obligated for the tuition charged for the entire program (the student shall not be entitled to any refund);

The term "tuition" means the charges for instruction including any lab fees. Tuition does not include application fees (\$150) or other identified program fees. It does not include materials costs, such as books and supplies. HCC does not issue credits or refunds for books or other supplies.

When a cancellation, withdrawal, or termination occurs, a calculation of all allowable charges shall be made within 45 days. If the College has received total payments greater than its allowable charges:

- 1.) After the date of determination of such cancellation, withdrawal or termination, a written statement showing allowable charges and total payments received shall be delivered to the student, together with a refund equal in amount to dollar amount paid to the college in excess of those allowable charges.
- 2.) If the student has received federal, state, or other student aid or other tuition assistance program(s), including student loan programs, regulations governing refunds within the respective program(s) shall prevail, but only with respect to the covered portions thereof.
- 3.) In the event payments to a student account are derived from a sponsoring public agency, private agency, or any source other than the student, the statement of charges and payments received together with an appropriate refund may be delivered instead to such parties, but only with respect to the covered portions thereof.

In the case of a disabling illness or accident, death in the immediate family or other circumstances beyond the control of the student that causes the student to leave school, the college shall arrange a prorated tuition settlement that is reasonable and fair to both parties.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits or acceptance of diplomas you earn at Hollywood Career College is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the diploma you earn in the Massage Therapy program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or diploma 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 HCC to determine if your credits or diploma will transfer.

At this time, HCC has not entered into articulation or transfer agreements with any other colleges or universities.

Transfer of Credit Policy

HCC will process students' portfolios or transcripts to determine the applicability and transferability of credit from prior coursework on a case-by-case basis. Requests for advanced standing or transfers for individuals who have completed relevant coursework will be considered following completion of the application form and payment of the application fee. The admissions department will evaluate previous education and training that may be applicable to the program. If the education and/or training meet the standards for transfer of credit, the program may be shortened and the tuition reduced accordingly. The coursework will be evaluated based upon the completed program's similarity to HCC's currently offered programs.

Academic credit will generally not be granted for prior experiential learning.

Documents required for the review include the following:

- 1.) A written request for consideration of advanced standing.
- 2.) A recent and relevant catalog from the institution where the courses were completed, which clearly describes the coursework.
- 3.) An official transcript or other proof of training document from the institution.

Campus Facility / Travelling to Campus

Hollywood Career College is located at:

1552 N. Western Avenue
Los Angeles, CA 90027

This location offers traditional classroom areas along with practical, lab practice areas.

Housing

HCC does not have dormitory facilities under its control, and does not assume responsibility for finding housing or assisting students to find housing.

A wide variety of rental housing options are available in the nearby (Hollywood) area. 1-bedroom apartments in that area start in the \$1000-1200 per month range.

Hollywood is well served by public transportation, and students are encouraged to utilize public transit options.

Placement Services

Individual career advising and general placement assistance is provided by the College; however, HCC can not make any guarantees regarding the availability of future employment.

Kitchen

There is a small kitchen area available for student use.

HCC provides a selection of educational materials in its library area. Students may borrow items at a time for a period of up to seven days, with extended borrowing periods (renewals) at the discretion of the staff.

No food or drinks are allowed in this area. Mobile phones must be on silent mode. Students who fail to comply with these policies will be asked to leave the library.

Any public computers in the library area are intended for academic use only.

Student Records

Student computer records are securely stored. Any paper documents are maintained in secured cabinets. Official transcripts will be available with the submission of a transcript request form.

In general, student information is confidential, and is unavailable without written release from the student, with the exception of certain court order or governmental requirements.

Student records will be maintained for no less than five years. Transcripts will maintained indefinitely.

Student Grievances and Complaints

Hollywood Career College is committed to a policy of fair treatment of its students in their relationship with the administration, faculty, staff, and fellow students.

Students are encouraged to first attempt to informally resolve any problems or complaints with the instructor or staff member in the department most directly connected with their complaint. Students who are unable to resolve their complaint informally should submit their complaint in writing with the school.

Students have the right to file a complaint with the school at any time. Official student complaints pertaining to such areas (but not limited to) as academic dishonesty or academic disputes (for example, grading, progression, program requirements) may be filed with the school by submitting an official complaint form.

All complaints will be handled in accordance with written policies of the College. Filed complaints shall receive a written response from the school within seven days.

All aspects of student complaints shall be treated as confidential in accordance with HCC's policies on confidentiality of student records. Notwithstanding this confidentiality requirement, student complaints shall be made available to representatives of the State of California Bureau for Private Postsecondary Education.

A student or any member of the public may file a complaint about this institution with the Bureau for 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

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento , CA 95833
PO Box 980818
West Sacramento, CA 95798-0818

Hollywood Career College does not have any pending bankruptcy petitions. It is not operating as a debtor in possession. It has never filed for bankruptcy, nor has it ever had a petition in bankruptcy filed against it that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

The College has made every reasonable effort to determine that everything stated in this catalog is accurate. The College reserves the right to add, amend, or repeal any of its rules, regulations, policies, and procedures. All information including statement of fees, course offerings, and admission and graduation requirements contained in this catalog are subject to change without notice.

The College is not liable for statements made by any employee, advisor, or faculty member made in conflict with the contents of this catalog, nor unintended errors or omissions.

Accreditation Statement

Hollywood Career College is not accredited by an accrediting agency recognized by the United States Department of Education. HCC does not offer any accredited degree programs.

CAMTC Specific Statements

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 section 4600 et. seq.

A student or any member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about 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.

The following is an excerpt from of the Massage Therapy Act (California Business and Professions Code, section 4611):

It is an unfair business practice for a person to do any of the following:

- 1.) 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 council pursuant to this chapter.
- 2.) 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.

Massage Therapy - 500 Clock Hours (Full-time and Part-time Classes are available)

This comprehensive program prepares students for a career in massage therapy. This program has no special prerequisites beyond the general admission requirements.

Various instructional methods will be used as appropriate, including conventional lectures, instructional videos, and hands-on, practical lab sessions. Each module has a module-end final examination.

The lecture classes will address Anatomy, Physiology, Kinesiology, Pathology, Professional Ethics and Business Scope of Practices.

Various massage modalities are introduced. Topics include the following: Swedish massage, deep tissue massage, lymphatic massage, Thai massage, trigger point therapy, sport massage, pregnancy massage, polarity therapy, reflexology and spa treatments. Specific MBLEx exam preparation receives special emphasis. Pre-treatment evaluation and charting (SOAP Charting) is also practiced, including a course devoted specifically to client communication in a clinic environment.

Hollywood Career College is approved to operate by the California Bureau for Private Postsecondary Education (BPPE).

For most students, the ultimate goal is licensed employment in the massage field after successful completion of the program (US Department of Labor Standard Occupational Classification: 31-9011 - "Massage Therapists"). Massage licensing and certification requirements vary depending on location.

A student seeking California massage certification with the California Massage Therapy Council (CAMTC) can find the latest certification requirements at the CAMTC website (www.camtc.org). Students seeking licenses or certification in other jurisdictions should consult the appropriate governing body.

Notes on HCC's draping policy:

Proper draping is a basic skill for any massage professional, and appropriate techniques will be taught and followed. Draping, which refers to covering a client's body with a top sheet of some kind, is always performed so that all parts of the body not being actively worked on at the time are covered. Appropriate draping practices will always be observed during practical massage lessons and clinical sessions.

Required Courses

MT101A - Introduction to Massage Therapy - Anatomical Terms; Swedish 1

MT101B - History of Massage Therapy - Kinesiology 1; Swedish 2

MT102A - Skeletal System; Deep Tissue and Lymphatic Massage

MT102B - Muscular System; Deep Tissue and Myofascial Massage

MT103A - Cardiovascular System, Spine and Thorax; Asian Body Therapy, Thai

MT103B - Reproductive and Digestive Systems, Shoulder & Arm; Pregnancy Massage

MT104A - Integumentary System, Forearm and Hand; Sport Massage

MT104B - Immune System, Pelvis and Thigh; Trigger Point

MT105A - Central Nervous and Peripheral Nervous Systems, Head, Neck and Face Muscles, MBLEx Practice; Reflexology, Chair and Spa Treatments

MT105B - Endocrine and Urinary Systems, Leg and Foot Muscles; Energy Polarity

MT106A - Respiratory System, Kinesiology 2, MBLEx Practice; HIPAA and OSHA, Integrated Routines

MT106B - Professional Ethics and Scope of Practices; Business Plan

MT200 - Clinical Lab

The graduation requirements for the massage therapy diploma program are:

- Recorded completion of 500 hours of class time.
- Successful completion of all class modules. Most modules are comprised of both lecture and lab components. Successful completion requires a passing grade ('D' or higher) on the written exam corresponding to the module's lecture section as well as a passing grade on the lab (physical/practical) section.
- An overall GPA of 2.0 or higher.
- All financial obligations to the school have been paid.

Tuition and Fees

Application Fee

A non-refundable application fee of \$150 must be submitted with the Application for Admission in order to process the student's potential acceptance to the College. Applications remain active for one year after the date of submission, but applicants who enroll within this one-year period are responsible for all financial, academic and other policies which were in effect at the time of their enrollment.

Paid in full summary

Program	Program Length	Application Fee	Tuition (+STRF)	Books and Materials (estimated)	Total
Massage therapy (part time)	25 weeks	\$150	\$4500 (+\$2.50)	\$500	\$5150 (+\$2.50)
Massage therapy (full time)	12.5 weeks	\$150	\$4500 (+\$2.50)	\$500	\$5150 (+\$2.50)

Payment plan summary

Program	Program Length	Application Fee	Tuition (+STRF)	Books and Materials (estimated)	Installment Fees	Total
Massage therapy (part time)	25 weeks	\$150	\$4500 (+\$2.50)	\$500	\$250	\$5400 (+\$2.50)
Massage therapy (full time)	12.5 weeks	\$150	\$4500 (+\$2.50)	\$500	\$150	\$5300 (+\$2.50)

Payment Options

	Massage therapy (part time, paid in full)	Massage therapy (part time, 5 payments)	Massage therapy (full time, paid in full)	Massage therapy (full time, 3 payments)
Payment #1 (due at start)	\$5150 (+\$2.50)	\$1400 (+\$2.50)	\$5150 (+\$2.50)	\$2200 (+\$2.50)
Payment #2 (due 1 month after start)		\$1000		\$1550
Payment #3 (due 2 months after start)		\$1000		\$1550
Payment #4 (due 3 months after start)		\$1000		
Payment #5 (due 4 months after start)		\$1000		
Total	\$5150 (+\$2.50)	\$5400 (+\$2.50)	\$5150 (+\$2.50)	\$5300 (+\$2.50)

<i>Items</i>	<i>Estimated Cost</i>
HCC Uniform Shirts (2)	\$40
Mosby's Essential Sciences (Elsevier)	\$85
Trail Guide of the Body (Books of Discovery)	\$70
Trail Guide of the Body workbook (Books of Discovery)	\$25
Tappan's Handbook of Massage Therapy (Pearson)	\$100
HCC Coursework Materials	\$80
Consumables: Lotions, Oils, Linens	\$100
<i>Estimated Total (including taxes)</i>	\$500

Student Tuition Recovery Fund (STRF) Information

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

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

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

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

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

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

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

Martin Luther King Day	
Memorial Day	
Independence Day	
Labor Day	
Thanksgiving Break	The day before through the day after Thanksgiving
Christmas Break	From Christmas Day through New Year's day

Class Hours

Full time: Massage Therapy 500 Hours (12.5 weeks) – Monday to Friday.

Class hours: 8.00am – 4.30pm (Morning class and afternoon class)

Part time: Massage Therapy 500 Hours (25 weeks) –Monday to Friday.

Class hours: 8.00am – 12pm **OR** 12.30pm – 4.30pm (Select morning class or afternoon class throughout the program)

The most current class schedule can always be found at: www.hollywoodcareercollege.com

Faculty and Staff

Massage Therapy Program Instruction

Umarin Wachter, MBA, BS, CMT, CAMTC certified

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

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento , CA 95833
PO Box 980818
West Sacramento, CA 95798-0818

Tel: 916.431.6959
Toll Free: 888.370.7589

www.bppe.ca.gov

Massage Therapy Program Remote Instruction

During this challenging time, Hollywood Career College has transitioned to a largely remote instructional model. Although this is intended to be a temporary measure, we do not have any estimate how long these measures will be in place.

Broadly, each of the modules is split into two halves, a theory/lecture portion and a practical/hands-on portion. For a given module, the theory component will be conducted remotely, with the exception of an in-person exam day for each module. The practical component is also practiced remotely, although students wishing to come in to the school for clarification or specific guidance on a technique will generally be able to do so, as long as this can be done in a safe manner. In all cases where an in-person presence is requested, strict mask and distancing protocols will be followed, and class sizes will remain small to minimize the danger of viral transmission. Students uncomfortable with this aspect may take a leave of absence until such time that they wish to resume their program.

Furthermore, students which may be in a higher-risk group may be offered special accommodations on a case-by-case basis.

Practical evaluations will receive immediate feedback, while the written exams will be graded in a timely fashion, with results made available within ten school days.

Students may request an update on their progress at any time.

All remote instruction will be performed in accordance with CAMTC requirements; briefly, this means that at least 75 hours of the practical portion must be completed in-person (this may include the clinical class hours), while the remainder may be performed remotely.

These instructional practices may be adjusted at any time as new regulatory requirements are introduced or new public health guidelines are issued.

Details regarding additional remote instruction requirements

For distance learning, the additional requirements must be satisfied:

1.) A suitable device, with a good internet connection:

Students must have access to an internet-capable device featuring some kind of camera - this most commonly takes the form of a smartphone, but tablets or computers with webcams are also acceptable. These cameras must be switched on during all classes, as it is expected that students will be active participants in all classes, and ('virtual') face-to-face interaction is an important component of that participation.

2.) Massage table:

Students must possess their own table (HCC will offer suggestions on suitable models and potential vendors, and may have some tables on hand for students to purchase).

3.) Access to a human model (during practical classes):

- During the beginning of a module (in most cases, the first two class days), where students are receiving initial demonstrations and introductions to new motions and sequences, items such as pillows placed on the massage table may be substituted, and self-massage may be useful in basic orientation; however, actual human models are preferred when available.

- During the actual student practice phases of practical modules (in most cases, class days 3-9 – the tenth day is for testing), students must have a person available to practice on. If they do not have a person available, they must come in to school where practice subjects are available in order to accumulate the required hour credits for that class.