



January 1<sup>st</sup>, 2024- December 31<sup>st</sup>, 2024  
Aceport College Catalog



Committed to Excellence in Education

# Aceport College Catalog

**Aceport College**  
**1661 N. Raymond Ave. Ste. # 145**  
**Anaheim, Ca. 92801**  
**(714) 455 2896**  
**Website: aceportcollege.org**

**Classes will be held at 1661 N. Raymond Ave., St. # 203**

## Committed to Excellence in Education

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## **WELCOME**

### **Aceport College Students,**

Welcome to Aceport College and thank you for considering our College to guide you to the world of Massage Therapy.

Our mission is to provide opportunities and prepare dedicated students to reach your full potential for a successful future.

We are committed to assisting you to obtain the skills and knowledge needed for your new career.

Through your education at Aceport College, you will learn how to enhance your skills, so you can be tomorrow's pacesetter in the field that you have chosen.

Our catalog will serve as a guide for you through your education . It provides general information regarding the College, policies, and expected outcomes.

If you have questions at your enrollment , we are here to assist you to a successful **NEW CAREER**.

On behalf of the Administration. Faculty and staff , We **WELCOME** you to **Aceport College**.

**OUR SUCCESS IS YOUR SUCCESS.**

**Mariana Bench**  
**CEO**

## **Aceport COLLEGE Approval Disclosure Statement**

**Aceport College** is a private Institution that is approved to operate by the bureau, and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. An institution may not imply that the Bureau endorses programs, or that Bureau approval means the Institution exceeds minimum state standards.

**\*\* Approval to operate indicates that the institution meets minimum state standards as set forth in the California Private Postsecondary Education Act of 2009 and Division 7.5 of the Title 5 of the California Code of Regulations.**

**Aceport College** is a Vocational College that provides education in the following programs:

- |   |           |
|---|-----------|
| 1. Certificate of Achievement in Medical Massage Therapy          | 550 Hours |
| 2. Certificate of Achievement in Advanced Medical Massage Therapy | 810 Hours |

### **MISSION STATEMENT AND GOALS**

#### **MISSION STATEMENT**

**Aceport College believes that “Our commitment to excellence in Education”  
Gives value to our program offerings for you the student.**

Aceport College’s mission is to provide the highest quality of education and training with our offered programs. Our commitment is to prepare the student with the knowledge, and skills to obtain and continue the career ladder through the implementation of our curriculum. Students

- § Can be trained to be productive in the current work-force
- § Achieve the goals that have been set
- § Become an asset to their new employers

**Our approved programs, are offered IN PERSON.**

Our commitment is to prepare students to meet the growing demands, with employers, attempting to stay abreast with the current needs of state of the art training for employment.

#### **Goals and Objectives**

Aceport College’s objectives are to equip each student with an entry-level working knowledge of skills required by companies and agencies within and related fields of our courses.

As a graduate, you will perform specific entry-level duties immediately upon employment. The student will be prepared to more fully use the specialized training offered.

Each student will find Aceport College a job-oriented practical program of laboratory practice, which includes “hands-on” experience with the materials and actual scenarios of typical industry requirements.

This catalog contains information on courses, instructors, and policies.  
Aceport College, DOES NOT offer PROGRAMS OR **classes on-line.**



**Aceport COLLEGE UPDATES THIS CATALOG AT LEAST ANNUALLY**

Updates to this catalog are made at least annually. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog. A copy of the catalog will be provided to each prospective student or interested person and to the perspective student at the time of the initial interview, via email or on our website, and given to each student in the enrollment procedure A copy of the catalog will be provided to each prospective student at the time of the initial interview, via email or on our **website. aceportcollege.org.**

**HOLIDAY OBSERVANCE**

Aceport College Schedules a Holiday break period the last two weeks of December, which includes Christmas Day, and New Year’s Day. Aceport College resumes the day following the New Year’s Day observance. Other holidays or service days will be announced at least one week in advance of the day Aceport College will be closed.

**HOURS OF OPERATION:**

**Class hours are as follows and are dependent on course taken:**

Morning Session -Monday thru Friday	8:00 AM to 5:00 PM
Saturday and Sunday Additional Lab (As needed)	10:00 AM to 4:00 PM

**Observe The Following Holidays in 2024**

- Martin Luther King's Birthday
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving Day
- Veterans Day
- Christmas
- New Day

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

The transferability of credits you earn at Aceport College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in "the educational program" is also at the complete discretion of the institution to which you may seek to transfer. If the 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 Aceport College to determine if your diploma will transfer.

## **NOTICE OF ACCEPTANCE OR ADMISSION OF STUDENTS FROM OTHER COUNTRIES**

Students abroad who are on an F-1 or M-1 visa. This institution does not offer visa services. This institution is not approved by the U.S. Immigration and Customs Enforcement (ICE) to participate in the Student and Exchange Visitor Program (SEVP), and is not authorized to issue an I-20 visa. Therefore, this institution cannot accept applications from students from other countries.

Aceport College accepts students with English language proficiency and teaches only in English.

“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.”

### **English language Standards**

The level of English language proficiency required of students accepted to the program will have the ability to read and write English at the level of a graduate of an American high school, as demonstrated by the possession a high school diploma, GED or passage of the California high school proficiency exam, GED or a standard ABILITY TO BENEFIT TEST( given by the College).

The student will have an 11th grade level learning ability in English, math, writing and reading skills as evidenced by a school transcript or diploma or GED or ( test Given by the Institute).. The statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying the fact.

Aceport College awards its graduates a diploma as an acknowledgment of their accomplishment and graduation.

**Neither Aceport College nor any of its programs are accredited by an accrediting agency recognized by the United States Department of Education.**

**Students enrolled in an unaccredited institution are not eligible for federal financial aid under Title IV funds.**

Prospective students or the public may view the College catalog and the College performance fact sheet by going to our website at **aceportcollege.org**.

In the College website, you can also find the link to the BPPE's Internet web site.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the College may be directed to the:

**Bureau for Private Postsecondary Education at:  
1747 North Market, Suite 225, Sacramento, CA 95834, P.O. Box 980818,  
West Sacramento, Ca. 95798-0818 Web Site: [www.bppe.ca.gov](http://www.bppe.ca.gov), Toll-free  
Telephone number (888) 370-7589 or by fax (916) 263-1897. (916) 574-8900**

A student or any member of the public may file a complaint at any time about this College with the Bureau for Private Postsecondary Education at:

**1747 North Market, Suite 225, Sacramento, CA 95834, P.O. Box 980818,  
West Sacramento, Ca. 95798-0818  
Web Site: [www.bppe.ca.gov](http://www.bppe.ca.gov), Toll-free Telephone number (888) 370-7589.**

#### **CLASS SIZE:**

Aceport College maintains a class instructor to student ratio of not more than 15 students per 1 instructor. Aceport College believes that a small class size allows the student will have access to the Instructor at any time throughout the class time with questions or assistance in the program to learn competently, thus leading to a faster return to gainful employment.

#### **FACILITIES DESCRIPTION:**

**1661 N. Raymond Ave. Ste. # 145, Anaheim, Ca. 92801 (Administrative Office)  
1661 N. Raymond Ave Ste. # 203 Anaheim, Ca 92801 (Classes are held at this Suite in the  
Same building (2nd floor))**

**The College includes (2) large classrooms (1) office for Instructors to (1) Restroom,  
Parking is available for 20 cars**

Aceport College **does not** have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization or under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

When the student is accepted, the student will forward the high school diploma or GED, Driver's License and the deposit of \$100.00. Aceport College will build a file for the student. The student will then send the required documents and a copy of their Drivers license ( for daily attendance verification), high school diploma to set up a file.

## **TRANSFER OF CREDITS**

If you have credits earned at another Institution that you may wish to transfer to a particular program offered by Aceport College, they will be examined at no additional charge or fee to determine if Aceport College will accept those credits. An achievement test for a particular program may be given.

Acceptance will be based, but not limited to, the compatibility of these credits to your program of study at Aceport College. Credit for transfer must be no more than 5 years from completing the coursework at another institute. If accepted, the tuition charges and hours will be adjusted accordingly. No more than 30% of the credits earned at another institution can be accepted by Aceport College,. If a student is dissatisfied with a decision in this matter, they may make a written appeal to the Institute Director.

## **CREDIT FOR PRIOR EXPERIENTIAL LEARNING**

Aceport College will not award credit for prior experiential learning for any programs offered

**Aceport College does not have signed articulation agreements ( or has not entered into an articulation or transfer agreement) with any other college or University.**

## **POLICY REGARDING ACCEPTANCE OF CREDITS EARNED THROUGH CHALLENGE EXAMINATIONS:**

**Aceport College does not accept credits earned through challenge examinations.**

## **JOB PLACEMENT ASSISTANCE:**

Aceport College is required by the State of California and various other agencies to track your employment.

Aceport College maintains a Placement Assistance Department whose function is to assist the graduated student in finding employment upon successful completion of their enrollment.

Placement services are available for lifetime from the date of graduation. As the name implies this department assists graduates in their job search. The graduate has the prime responsibility to conduct the job search.

**Aceport College does not nor will not guarantee a job or starting wage.**

With this stated the following are the policies and procedures for the relationship between this department and the graduate:

The student understands that they must comply with all reasonable requests by the placement department in order to conduct a successful job search.

The student understands that they will have to submit a resume to the placement department for use in job search. This resume must be submitted at least one month prior to their graduation date.

The College will work with the student to build their resume for the program they have taken.

**The student understands that they must keep the department informed of all placement and job search activities.**

**This includes the job position; the name, address, and phone number of the employer, the name of the contact person; and the salary received.**

**STUDENT CONDUCT:**

In order that there is no misunderstanding, Aceport College reserves the right to place on probation, suspension, or termination any student who violates Aceport College policies including but not limited to the following:

There shall be no Falsification and/or untrue statements made on applications and/or documents  
Insubordination to instructors or staff personnel

Sexually inappropriate conversations, remarks or behavior to any staff or student.

Negative behavior and/or attitude including the use of profanity or derogatory language.

Students who have any questions regarding these policies should address them to the Director in writing. Aceport College reserves the right to deny readmission to any student terminated for misconduct.

The tuition for the course must be paid in full at the time of scheduled graduation.

**GRADING AND PROGRESS SYSTEM:**

Aceport College evaluates its students by oral, written, and practical tests and projects each month.

**ASSIGNMENTS AND GRADING FOR DISTANCE EDUCATION COURSES**

**The College will provide the evaluation within five (5) business days of receipt of the College assignments, lessons, or projects.\***

**GRADING AND PROGRESS SYSTEM:**

Aceport College evaluates its students by chapter tests each month.

Satisfactory academic progress is defined as meeting the minimum standards as set forth in the ACT and by meeting the pre-determined objectives as set by Aceport College. These pre-determined objectives are outlined in this catalog, the orientation materials and the College curriculum.

PRACTICAL APPLICAITON AND TESTS	100% of grade
---------------------------------	---------------

A test score **of less than 100% will require a retake** of the test

Aceport College grading system is as follows:

A+	100%
Retake	99% or below

PRACTICAL APPLICAITON AND TESTS	100% of grade
---------------------------------	---------------

A test score **of less than 97% will require a retake** of the test

**Academic Probation Policy**-As indicated under the section pertaining to Academic Policy, if a student fails to achieve a cumulative grade point average of 100%,

The student will be obligated to retake that chapter before moving on to the next chapter. Cumulative grade point average must be continuously reached with the appropriate test scores as shown above or be placed on an Academic probation. During that probationary period, the student must maintain a cumulative grade point average as designated for your program. If a student maintains a grade point average of required score, and achieves a cumulative grade point average of required % probation will be removed. However, if the student fails to maintain an appropriate % as required, and/or is unable to achieve a cumulative grade point average within one evaluation period, the student will be dismissed from their program (unless extenuating circumstances are established).

**Student Appeal Policy**

A student, who wishes to appeal any disciplinary action and/or decision made by an Instructor, must submit a letter to the Academic Dean to be reviewed by an Appeals Board. Students must provide supportive documentation along with their letter in order to support his/her position and any mitigating circumstances that may have existed. This Appeals Board shall consist of two (2) attending members. The student will be notified of the Appeal Board decision within 10 days following the receipt of the student's appeal. The decision of the Director shall be final.

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

**Reinstatement Policy**

A student requesting to be reinstated as an active student, based on whatever reasons or circumstances, should do so in writing. Supportive documentation and/or information concerning any mitigating circumstances should be noted in the request. Aceport College appeals board shall consist of (2) two administrators. The requesting prior student shall be contacted by the CEO within 10 days. The decision of the CEO will be final.

**Satisfactory progress is determined as follows:**

Students will be graded after each Month is completed. Grades are determined as a compilation of evaluations (practical tests) and such other criteria and observations as the College deems appropriate. To achieve satisfactory academic progress, the student must maintain the % GPA at all times.

**Incomplete Subjects and Remediation:**

Students will be given an opportunity, at the discretion of the Academic Dean of Aceport College and subject to space availability, to repeat, remediate or make-up lost work within 10 days of grade assignment and be credited the higher of any grade(s) earned, or a final, failing grade of "F" will be rendered. Failure to make satisfactory progress may result in probation or termination. Satisfactory Progress measurements consist of both a Quality Measurement and a Quantitative Measurement.

Both the Qualitative Measurement and Quantitative Measurement are measured at the point when the student has attended the scheduled clock hours for each required section of the program in which they are enrolled.

**STANDARDS FOR STUDENT ACHIEVEMENT**

Students are required to achieve a level of competence in all lessons, which is consistent with the level of expertise required to perform the job or pass the certification exams for their chosen vocation. In order for students to be considered in good academic standing, they must be making Satisfactory Progress.

Satisfactory Progress measurements consist of both a Qualitative Measurement and a Quantitative Measurement. Both the Qualitative Measurement and Quantitative Measurement are measured at the point when the student has attended the scheduled clock hours for each required module of the program in which they are enrolled.

**ACADEMIC REVIEW AND APPEAL PROCESS:**

1. A challenge to the record for purposes of changing any of its contents must be requested in writing, stating fully the reason for the challenge.
2. The Academic Dean, in consultation with the instructor and the Campus Administrator will review all challenge requests. A determination will be made to either retain the records intact or change them. The student may meet with the CEO to review conclusions.
3. Should the student request further review, a disinterested third party with competence in the program will be asked to review the student's records and the findings of the CEO and make recommendations to the CEO for final action

Parental access to records is not permitted, unless the student is a dependent, in which case all items in numbers 2 and 3 will apply to parents

### **ATTENDANCE AND ABSENCE POLICY:**

Full-time attendance without absence is critical to the successful completion of all coursework that is offered by Aceport College. To maintain satisfactory attendance, students may not be absent for more than 20% of the program hour time. Attendance will be monitored on a continual basis and calculated weekly.

Students not attending at least 80% of their class hours will be placed on attendance probation as stated below.

All absences must be approved in advance. All students will submit their absence requests in writing. If the absence is not anticipated, it shall be the responsibility of the student to report the absence by text or telephone to Aceport College program student services department.

**All absences will be reported to your counselor, employment specialist, and/or any other governing body that has a financial or regulatory interest in the student's progress in training.**

**If the student misses two (2) consecutive days without prior approval, the student will meet with the Academic Dean who will advise the student of the impact of the absences on his or her academic progress and the possibility of being placed on attendance probation.**

**Students who have missed 10 (Ten) consecutive days without prior approval of the College will be dropped from the program.**

### **TARDY/LEAVING EARLY:**

Students who are tardy or leave early on a persistent basis as determined by the Instructor, will be required to attend a meeting with the Academic Dean. Non-excused tardiness or leaving early will be converted to absences ((three (3) tardy or leaving early equal one (1) absence) and may result in attendance probation, suspension, and/or termination of enrollment.

Any unused portion of the tuition and fees will be refunded as outlined in the Tuition Refund Policy as stated in this agreement to the agency or third party that has paid the tuition or refunded back to the student, if the student has paid the fee

### **SUSPENSION AND DISMISSAL .**

Aceport College reserves the right to suspend or dismiss any student whose attendance, professional conduct, or academic performance which does not meet Aceport College's standards and/or who fails to abide by the rules and regulations. Any student who has been suspended or dismissed may appeal the action by following the student appeal procedures outlined in this catalog.

### **ATTENDANCE PROBATION:**

If it is determined that these absences have seriously jeopardized the successful completion of the program, the student will be placed on attendance probation and notified orally and in writing that any further absences will result in attendance suspension as outlined below.

The length of attendance probation will be for a minimum of 8 scheduled class sessions.

**During this probationary period, any additional absences may result in suspension or dismissal.**

### **ATTENDANCE PROBATION AND SUSPENSION:**

A student will be placed on attendance probation suspension when the Academic Dean, in consultation with the instructor and CEO, determines that because of cumulative absences, the student cannot successfully complete the program. The student shall be notified in writing of the terms of reinstatement to include completion of assignments, monitoring of missed classes or other chapters to be determined by the Academic Dean of Aceport College.

A student may be subject to termination of enrollment if the original cause of suspension persists. In this event, any unused portion of tuition and fees will be refunded as outlined in the Refund of Tuition program in this agreement.

### **LEAVE OF ABSENCE**

Occasionally circumstances arise that require students to interrupt their training. Students may be granted one leave of absence. To be granted a leave of absence you must submit in writing a request to the management of Aceport College.

This request must outline the circumstances and duration of the requested leave of absence. A leave may not exceed 60 calendar days. Only 1 (one) leave of absence may be granted in a 12-month period. Exceptions to this will be at the discretion of the CEO based on individual circumstances.

### **STUDENT RECORDS / RIGHT TO PRIVACY:**

The Federal Right of Privacy Act of 1974 enables all students to review their academic records, including grades, attendance, transcripts, and counseling reports. Student records are confidential and only such agencies or individuals authorized by law are allowed access without written permission from the student.

State law requires that all records be maintained for 5 years. These records will be kept at the College to make them accessible to students and graduates. A copy of the records will be kept off site to ensure safety from fire or theft.

Student transcripts will be kept in the student files and a separate transcript file. Copies of transcripts will be kept on site. Availability of **transcripts will be KEPT for an indefinite period of time**. Students may request a review of these records by writing to the College CEO. All reviews will be scheduled during regular College business hours under appropriate supervision.

### **DISCLOSURE AND RETENTION OF EDUCATION RECORDS:**

Students have the right to inspect, review, and challenge information contained in their education records. Education records are defined as files, materials, and documents, which contain information directly, related to the student and are maintained by the College

Written consent is required before education records may be disclosed to third parties with the exception of regulatory education agencies.

Student's wishing to review their file must make an appointment with the Academic Dean. All appointments must be made during regular business hours. At no time may the student and or parent remove, destroy and or damage any documents contents in the file.

### **COMPLAINT APPEAL PROCEDURE: STUDENT GRIEVANCE**

Students are encouraged, at all times, to verbally communicate their concerns to members of the faculty and administration for amicable solutions. If a student feels that additional action must be taken or that their concerns are not being given the merit they feel is needed, then a written grievance, addressed to the College CEO, can be submitted.

The written grievance must be submitted to the College CEO within 48 hours of any incident. The College CEO will verify that the student has made a verbal attempt to resolve the concern with the instructor or other staff member.

After the student follows the above steps, the College CEO will call a grievance committee hearing within 24 hours of receipt of report. The grievance committee will consist of the College CEO, the Academic Dean, Instructor and/or any other appropriate staff members.

In addition, all persons involved with the incident must be present at the time of the hearing. The committee will hear the evidence and then meet in a closed session to review the evidence and render a decision. The decision of the committee will be communicated immediately.

If the decision is unacceptable to the student, the student must then, within 24 hours of the hearing, send copies of all documents and a cover letter to the College CEO explaining why the decision is unacceptable.

All complaints will be resolved within 10 days from the receipt of the incident report.

Unresolved complaints by a student or any member of the public may file a complaint at any time about this College with the: **Bureau for Private Postsecondary Education at: 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, P.O. Box 980818, West Sacramento, Ca. 95798-0818 Web Site: [www.bppe.ca.gov](http://www.bppe.ca.gov), Toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.**

### **TUITION PAYMENT POLICY:**

All tuition and fees for a specific program are payable in advance unless other arrangements are made with the College prior to commencing classes.

**NOTE:** A \$100.00 non-refundable Registration Fee is included in cost of all programs. A non-refundable **STRF** fee may be charged if the student is eligible. Eligibility for **STRF** is outlined below.

### **CALIFORNIA STUDENT TUITION RECOVERY FUND (STRF) DISCLOSURE STUDENT RIGHTS AND RESPONSIBILITIES**

**THIS IS A STATE REQUIREMENT THAT A STUDENT WHO PAYS HIS OR HER TUITION IS REQUIRED TO PAY A STATE-IMPOSED ASSESSMENT FOR STRF**

The following information regarding the Student Tuition Recovery Fund is disclosed to students in accordance with the regulations of the California Bureau for Private Postsecondary Education (BPPE) in this Institution catalog and the enrollment agreement.:

"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 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 Blvd, Suite 225, Sacramento, Ca. 95834, (916) 574-8900 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 the 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 location 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 education program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than (4) years since the action or event that made the student eligible, the student must have filed a written application for receiver 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

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 money's not paid from federal financial aid funds.

**REFUNDS:** Any student not completing their program as outlined in the catalog and syllabus, will be considered a drop on the last day of attendance, ( please see leave of absence and last day of attendance policy. After attending the program for **60%** of the allotted program length, **the refund will not be returned.**

## **STUDENT PROTECTION**

### **Cancellation, Withdrawal and Refund Rights**

**You have the right to cancel this enrollment agreement for and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later for educational service, or Books. Cancellation occurs when you give written notice of cancellation at the College address shown on the front page of this Catalog or as noted on the Enrollment Agreement. You can do this by mail, by FAX to: CEO of Aceport College 1661 N. Raymond Ave. Ste. # 145, 203 Anaheim, Ca. 92801.**

The notice of cancellation, if mailed, is effective when deposited in the mail, properly addressed with postage prepaid. This notice need not take any particular form; it needs only to state you wish to cancel the agreement. You will be given two notices of cancellation forms on the first day of class.

If the College has given you any books, you shall return them to the College within 30 days following the date of your notice of cancellation. If you fail to return the books in original condition within the 30-day period, the College may charge you for the books, and deduct that cost from any refund that may be due. Once the book(s) are paid for, it is yours to keep without further obligations.

**You have the right to withdraw from the College at any time. If you withdraw from the program of instruction after the cancellation period as stated paragraph 1, the College will remit a refund less a registration fee or any STRF fee assessed after the seventh day of enrollment prior to 60% of the program at which no refund will be required. The Registration Fee shall not exceed the lesser amount of \$ 100.00.**

## REFUNDS

- You are obligated to pay only for educational services rendered and unreturned books. The refund shall be the amount you paid for instruction multiplied by fraction. The numerator of which is the number of hours of instruction, which you have not received, but for which you have paid, the denominator of which is the total number of hours of instruction for which you have paid. **up to including 60% of the program. After 60% of the course has been taken, NO REFUND will be due to the student or third party.**

If you obtain books, noted the in this catalog and/or on your Enrollment Agreement, and return them in good condition within 30 days following the date of your withdrawal, the College shall also refund the amount paid by you for the books. If you fail to return the books in good condition within 30 days, the College may retain the documented cost of the listed books that exceeds the refund amount.

The College may retain lesser amount of a pro rata portion as described below (up to 60% of course completion) or the documented cost of the listed books. (For re-enrolled ) “the documented cost”. You are liable for the amount, if any by which (the pro rata or documented cost) for books exceeds the refund amount.

### Refund Calculation

The refund will be calculated in the following manner:

- From the total course cost a registration fee, not to exceed \$100.00 will be deducted.
- From the resulting figure the cost of books will be deducted.
- From the resulting figure any STRF assessment that was due will be deducted.

- This will give you the actual “tuition” figure.  
This figure is then divided by the total number of hours in the course.
- The resulting figure is the hourly rate of instruction.
- The hourly rate is then multiplied by the actual number of hours attended. **UP TO 60% OF THE COURSE TAKEN.**
- The resulting figure is the actual amount of tuition owed to the school.  
To this figure is added the registration fee, any STRF fee and the cost of unreturned books. This results in the total amount that is owed to the school. If this figure is less than the amount prepaid, a refund will be issued. If this figure is less than the prepaid amount, a refund for the difference will be issued.

An example would look like this:

The student enrolls in a course that costs \$3950.00. This is broken down as: Reg. Fee-\$100.00, books -\$400.00, tuition -\$3450.00. The course is 256 hrs. in length. You begin classes and are issued your books. The course cost is paid in full. You withdraw after attending 132 hrs. and do not return books.

**The calculation:**

\$3450.00 (tuition) divided by 256 (total hrs.) equals \$13.48 (the hourly rate).  
\$13.48 multiplied by 132 (actual hrs. attended) equals \$1778.91 (the amount of tuition owed) plus \$400.00 (cost of books issued and not returned) plus \$100.00 (Reg. Fee) plus any STRF fee equals \$2278.91 (the amount owed school).  
\$3,975.00 (amount paid school) minus \$2278.91 (amount owed school) equals \$1696.09. This is the amount of refund that will be sent to the responsible party.

For the purpose of determining the amount you owe, you shall be deemed to have withdrawn from the course when any of the following occurs:

You notify the College of your withdrawal or the actual date withdrawn.

- (A) College terminates your enrollment.
- (B) You fail to attend classes for a 10-day period. You fail to return from a leave of absence,

The date of withdrawal shall be deemed to be the last date of recorded attendance. If any portion of your tuition was paid from loan proceeds, the refund will be sent to the lender or agency that guaranteed the loan.

**EQUAL OPPORTUNITY IS THE LAW:**

It is against the law for any individual, Collage, or government agency, whether it be federal, state or local to discriminate against any other individual in the United States, on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, political affiliation or belief.

**WHAT TO DO IF YOU BELIEVE YOU HAVE EXPERIENCED DISCRIMINATION**

If you think that you have been subjected to discrimination by any institution or in particular under any program or activity, you may file a complaint within 180 days from the date of the alleged violation with either of the following:

Bureau for Private  
Postsecondary Education

1747 N. Market Blvd.# 225  
Sacramento, CA 95834  
(916) 574-8900

Fax (916) 263-1897

P.O. Box 980818, West Sacramento, Ca. 95798-0818

Web Site Address: [www.bppe.ca.gov](http://www.bppe.ca.gov)

Civil rights Center  
Director, Civil Rights  
Center

U.S. Department of Labor  
200 Constitution Ave. N.W  
Washington, D.C. 20210

**DISCLOSURES**

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the College performance fact sheet, which must be provided to you prior to signing an enrollment agreement.

Any question a student may have regarding this catalog that have not been satisfactorily answered by the College may be directed to the: Bureau for Private Postsecondary Education at: 1747 N. Market Blvd. 225 Sacramento, CA 95798-0818 [www. Bppe.ca.gov](http://www.Bppe.ca.gov), (916) 574-8900 or by fax (916) 263-1897 Toll Free (888) 370-7589

A student or any member of the public may file a complaint about this College with the: Bureau for Private Postsecondary Education 1747 N. Market Blvd. 225 Sacramento, CA 95798-0818, (916) 574-8900 or by fax (916) 263-1897 Toll Free (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet website [www.bppe.ca.gov](http://www.bppe.ca.gov)

Prior to signing your enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing the agreement. These documents contain important policies performance date for this College

The College is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing the agreement.

**Student services provided at Aceport College**, but are not limited: Admissions counseling, determination of ability to benefit, job placement, Library/Recourse centers.

### **Attendance Policy**

All students enrolled in any of the courses at Aceport College are expected to be in every class on time for their own academic improvement. Since classroom and internship credit will be given only for instruction under the supervision of a certified instructor at an approved location, it is important to arrive before the beginning of the scheduled class or lab/practicum time. More than three unexcused absences per class will result in an academic consultation with an academic dean or a staff member. Make-up work for the student may be arranged by the instructor. Any student anticipating absence for one week or longer must request a formal leave of absence in writing. Two leave of absences are allowed during any course length. Leave of absence is not computed in the time frame for the course. Any student failing to attend classes without such written notice may have his/her enrollment agreement terminated. Tardiness is disruptive to a good learning environment and is discouraged. Tardiness without legitimate reason on three occasions in one class will be considered as an unexcused absence.

### **Academic Regulations**

Individual academic progress is evaluated at least two times throughout each quarter. By the first term, those students who perform unsatisfactory academic achievement will be notified and may be placed on academic probation. All students are responsible to arrange time for make-up hours, tests, and other assignments in order to obtain a satisfactory progress report. If the course is not completed by the end of the extended period, the student will be dismissed with a grade of "F". Progress reports will be issued on a monthly basis, indicating the reporting period, academic performance, absences, and tardiness.

### **Graduation Requirements**

In order to receive a diploma, students must complete a program that they are enrolled in with a minimum required Grade Point Average (GPA) of 2.0.

### **Transcript & Records**

A file with copies of records, reports, and grades will be compiled for each applicant enrolled in any of the program at Aceport College. Copies of transcripts are available at the administrative office upon request. To release copies of records to a third person, written consent from the student is required. All requests for transcripts and records must be made to administration with a nominal administrative fee. Students are advised and cautioned that state law requires this educational institution to maintain school and student records for period of five years. Student information is unavailable to anyone without proper request/release from the student or a court order.

In case of a school closure, a designated custodian or records will keep the copies securely

### **Student Record Retention**

The College will maintain student records for each student, whether or not the student completes the educational program, for a period ending five years after the date of the student's graduation, withdrawal, or termination (with the exception of students who cancel their program). **Student transcripts will be maintained indefinitely.** The student records shall be retrievable by student name and shall contain all of the following applicable information:

- Written records and transcripts of any formal education or training relevant to the student's qualifications for admission to the College;
- Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid;
- Copies of all tests given to the student before admission; records of the dates of enrollment and, if applicable, withdrawal, leaves of absence, and graduation;
- A transcript showing all of the classes and courses or other educational services that were completed or were attempted but not completed and grades or evaluations given to the student;
- A copy of documents relating to student financial aid that are required to be maintained by law or by a loan guarantee agency;
- A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received;
- A document specifying the amount of a refund, including the amount refunded for tuition and the amount for equipment, the method of calculating the refund, the date the refund was made, the check number of the refund, and the name and address of the person or entity to which the refund was sent;
- Copies of any official advisory notices or warnings regarding the student's progress; and
- Complaints received from the student, including any correspondence, notes, memoranda, or telephone logs relating to a complaint.

- The College shall maintain records of student attendance.

The College believes that the cost of education is primarily the responsibility of students and their families. A staff of well-qualified financial aid officers is available to all students to assist in financial advising and applying for aid through financial assistance programs.

### Financial Information

Students are expected to pay all fees, expenses, and tuition on time. All payments must be done prior to the course completion and before students receive a degree, certificate, transcript, or any other written evidence of attendance. Payment may be made in various ways such as through cash, personal check, money order, or cashier's check.

If the account is not paid in full within 30 days of the end of the contract period, legal action may be taken. Currently, Aceptort College is not participating in any federal or state financial aid programs. Aceptort College collects all tuition and other fees from a student before he or she starts the course. However, for those who cannot pay the entire amount in full can request the Deferred Payment Plan; students may defer tuition payments over the course of the student's tenure at Aceptort College. Application for the Deferred Payment Plan must be completed at the time of registration. Students may use p

### Certificate of Achievement in Medical Massage Therapy-

**This certificate program introduces students to fundamentals of medical massage therapy. During the first 280 hours of the program, MMTM I, covers basics of massage theory, basic human anatomy, physiology, healthcare, and hygiene to make it easier to understand for even those who are new to massage. Remaining of 270-hours of the program, MMTM II, provides detailed medical theory through pathology and students acquire skills through the theory and practice of various kinds of massages such as Swedish massage, acupressure, and kinesiology. This program will exceed the 500 hours required for graduates to become California Certified Massage Therapists**

In order to successfully obtain the Certificate of Achievement, students must satisfy the following requirements:

1. Completion of all required classes
2. Receive a grade of "C" or better in all courses
3. Maintain a Grade Point Average (GPA) of 2.0 by the time of certificate completion

### Student-Faculty Ratio

Student-faculty ratio will not exceed 1:10 for all current classes offered at Aceptort College.

### Eligibility for Licensure

**AT THIS TIME, ACEPORT COLLEGE DOES NOT HAVE ELIGIBILITY FOR LICENSURE FOR THE MASSA THERAPY PROGRAMS**

The courses are classified and distributed as follows:

## Certificate of Achievement in Medical Massage Therapy (I) (280 hours)-

Course No.	Course Name	Theory		Practical	
		Units	Hours	Units	Hours
GEC601	Business & Ethics	3	30		
MMTM 101	Fundamental of Medical Massage Therapy	3	30		
MMTM 102	Healthcare & Hygiene	3	30		
MMTM 201	Musculoskeletal Systemic of Anatomy & Physiology	4	40		
MMTM 202	Internal Systemic of Anatomy & Physiology	3	30		
MMTM 203	Hand & Foot of Reflexology	2	20	2	40
MMTM 301	Swedish Massage 1	2	20	2	40
Total Quarter Units Required		20	200	4	80

## Certificate of Achievement in Medical Massage Therapy (II) (270 hours)-

Course No.	Course Name	Theory		Practical	
		Units	Hours	Units	Hours
MMTM 103	Healthcare Management & Contraindications	3	30		
MMTM 204	Pathophysiology 1	3	30		
MMTM 205	Pathophysiology 2	3	30		
MMTM 302	Swedish Massage 2	2	20	2	40
MMTM 303	Introduction to Kinesiology	2	20	2	40
MMTM 304	Introduction to Acupressure	2	20	2	40
Total Quarter Units Required		15	150	6	120

**COURSE DESCRIPTION****MMTM 101 Fundamental of Medical Massage Therapy (Theory 3Units/30Hours)**

This course introduces students to the language of medicine. Through the knowledge of medical terms, the students can make use of proper terminology within a working medical environment. Students will learn the history of massage, the development of massage in the United States, and the various massage techniques. The different types of contraindication will be discussed.

**MMTM 102 Healthcare & Hygiene (Theory 3Units/30Hours)**

This is an introduction to the concepts, terminology, and methodology of industrial hygiene. Students who wish to pursue a Master's degree in industrial hygiene, complete an occupational health certificate, or those who need a basic understanding of industrial hygiene for other health fields can benefit from this course. Students will also learn the guidelines and regulations provided by HIPPA and OSHA.

**MMTM 103 Healthcare Management & Contraindications (Theory 3Units/30Hours)**

This course contains advertising, marketing, and the different strategies of business promotion. Students will learn basic marketing skills and strategies along with the policies and procedures recognized by the NCBTMB and CAMTC. The students will learn how to develop a business plan and identify the opportunities in hospital settings and as healthcare providers. Another objective of this course is the different types of contraindication. The students will learn the indications and contraindications for massage.

**MMTM 201 Musculoskeletal Systemic of Anatomy & Physiology (Theory 4Units/40Hours)**

This course provides students with an overall understanding of the musculoskeletal system. It is an introduction to joints, muscle tissue, connective tissue, nervous innervations and other features of the musculoskeletal system. The students will obtain an extensive knowledge of the medical terminology.

**MMTM 202 Internal Systemic of Anatomy & Physiology (Theory 3Units/30Hours)**

This course contains a more in-depth understanding of the musculoskeletal system. Students will explore the functions of organs and organ systems, associated joint structures and muscular attachments. Students will gain hands-on experience on how to locate, palpate, and define the various muscles and anatomical landmarks.

**MMTM 203 Hand & Foot of Reflexology (Theory 2Units/20Hours, Practical 2Units/40Hours)**

This is an introduction of basic history, theory, and practice of reflexology. Students will learn about the history of massage therapy and the various methods and types of massages. The students will also practice techniques that help relax, improve circulation, and promote a state of well-being in their clients. This course is designed to help students to perform a full reflexology session with the correct tools and techniques.

**MMTM 204 Pathophysiology 1 (Theory 3Units/30Hours)**

This course is designed to introduce the students to the basic concepts in pathophysiological processes. The students will gain an overall understanding of the process of diseases and the effects on the body's functions. The common disorders of each organ system and the indications and contraindications for massage will be discussed.

**MMTM 205 Pathophysiology 2 (Theory 3Units/30Hours)**

This course helps students have a detailed understanding of pathophysiology. The effects of stress on psychoneuroimmunological responses are examined thoroughly. Alterations in cutaneous and soft tissue are studied based on the viewpoint of the massage therapist.

### **Certificate of Achievement in Advanced Medical Massage Therapy-**

This certificate program introduces students to advanced medical massage therapy. After 550 hours of MMTM I and MMTM II, students will be able to learn MMTM III's more professional massage techniques. Through this course, students will explore the various types of professional studies such as Muscle Testing and therapy, therapeutic exercise, physical examination, and more details about pregnancy and infant massage. This program helps students to work in the medical field such as physical therapy clinic, chiropractic office, acupuncture clinic and more widely inpatient hospital by learning more about medical knowledge.

In order to successfully obtain the Certificate of Achievement, students must satisfy the following requirements:

4. Completion of all required classes
5. Receive a grade of "C" or better in all courses
6. Maintain a Grade Point Average (GPA) of 2.0 by the time of certificate completion

The courses are classified and distributed as follows:

Certificate of Achievement in Medical Massage Therapy (I) (280 hours)

Course No.	Course Name	Theory		Practical	
		Units	Hours	Units	Hours
GEC601	Business & Ethics	3	30		
MMTM 101	Fundamental of Medical Massage Therapy	3	30		
MMTM 102	Healthcare & Hygiene	3	30		
MMTM 201	Musculoskeletal Systemic of Anatomy & Physiology	4	40		
MMTM 202	Internal Systemic of Anatomy & Physiology	3	30		
MMTM 203	Hand & Foot of Reflexology	2	20	2	40
MMTM 301	Swedish Massage 1	2	20	2	40
Total Quarter Units Required		20	200	4	80

Certificate of Achievement in Medical Massage Therapy (II) (270 hours)-

Course No.	Course Name	Theory		Practical	
		Units	Hours	Units	Hours
MMTM 103	Healthcare Management & Contraindications	3	30		
MMTM 204	Pathophysiology 1	3	30		
MMTM 205	Pathophysiology 2	3	30		
MMTM 302	Swedish Massage 2	2	20	2	40
MMTM 303	Introduction to Kinesiology	2	20	2	40
MMTM 304	Introduction to Acupressure	2	20	2	40
Total Quarter Units Required		15	150	6	120

Certificate of Achievement in Medical Massage Therapy (III) (260 hours)-

Course No.	Course Name	Theory		Practical	
		Units	Hours	Units	Hours
MMTM 401	Microbiology	3	30		
MMTM 402	Complementary Therapy	3	30		
MMTM 403	Muscle Testing and Therapy	2	20	1	20
MMTM 404	Physical Examination	2	20	1	20
MMTM 405	Pregnancy and Infant Massage	2	20	2	40
MMTM 406	Therapeutic Exercise	2	20	2	40
Total Quarter Units Required		14	140	6	120

**MMTM 101 Fundamental of Medical Massage Therapy (Theory 3Units/30Hours)**

This course introduces students to the language of medicine. Through the knowledge of medical terms, the students can make use of proper terminology within a working medical environment. Students will learn the history of massage, the development of massage in the United States, and the various massage techniques. The different types of contraindication will be discussed.

**MMTM 102 Healthcare & Hygiene (Theory 3Units/30Hours)**

This is an introduction to the concepts, terminology, and methodology of industrial hygiene. Students who wish to pursue a Master's degree in industrial hygiene, complete an occupational health certificate, or those who need a basic understanding of industrial hygiene for other health fields can benefit from this course. Students will also learn the guidelines and regulations provided by HIPPA and OSHA.

**MMTM 103 Healthcare Management & Contraindications (Theory 3Units/30Hours)**

This course contains advertising, marketing, and the different strategies of business promotion. Students will learn basic marketing skills and strategies along with the policies and procedures recognized by the NCBTMB and CAMTC. The students will learn how to develop a business plan and identify the opportunities in hospital settings and as healthcare providers. Another objective of this course is the different types of contraindication. The students will learn the indications and contraindications for massage.

**MMTM 201 Musculoskeletal Systemic of Anatomy & Physiology (Theory 4Units/40Hours)**

This course provides students with an overall understanding of the musculoskeletal system. It is an introduction to joints, muscle tissue, connective tissue, nervous innervations and other features of the musculoskeletal system. The students will obtain an extensive knowledge of the medical terminology.

**MMTM 202 Internal Systemic of Anatomy & Physiology (Theory 3Units/30Hours)**

This course contains a more in-depth understanding of the musculoskeletal system. Students will explore the functions of organs and organ systems, associated joint structures and muscular attachments. Students will gain hands-on experience on how to locate, palpate, and define the various muscles and anatomical landmarks.

**MMTM 203 Hand & Foot of Reflexology (Theory 2Units/20Hours, Practical 2Units/40Hours)**

This is an introduction of basic history, theory, and practice of reflexology. Students will learn about the history of massage therapy and the various methods and types of massages. The students will also practice techniques that help relax, improve circulation, and promote a state of well-being in their clients. This course is designed to help students to perform a full reflexology session with the correct tools and techniques.

**MMTM 204 Pathophysiology 1 (Theory 3Units/30Hours)**

This course is designed to introduce the students to the basic concepts in pathophysiological processes. The students will gain an overall understanding of the process of diseases and the effects on the body's functions. The common disorders of each organ system and the indications and contraindications for massage will be discussed.

**MMTM 205 Pathophysiology 2 (Theory 3Units/30Hours)**

This course helps students have a detailed understanding of pathophysiology. The effects of stress on psychoneuroimmunological responses are examined thoroughly. Alterations in cutaneous and soft tissue are studied based on the viewpoint of the massage therapist.

**MMTM 301 Swedish Massage 1 (Theory 2Units/20Hours, Practical 2Units/40Hours)**

This course is made to acquaint the beginners with the scope and nature of Massage Therapy. It is designed to assist the students to acquire a conceptual framework for practice based on a critical thinking model. Theory is practiced in concurrent laboratory settings. The students will practice each of the manipulations. The therapeutic effects of massage will be examined.

**MMTM 302 Swedish Massage 2 (Theory 2Units/20Hours, Practical 2Units/40Hours)**

This course continues the development of knowledge, skills and attitudes necessary for practice. The students will apply previously learned massage techniques to situations where adaptations are necessary due to time, positioning or client presentation. Facial assessment and stretching will be introduced as well as Remedial Exercise and Kinesiology. This course specifically focuses on the analysis of orthopedic testing and the application of treatment of pathophysiological process of the musculoskeletal system studied concurrently.

**MMTM 303 Introduction to Kinesiology (Theory 2Units/20Hours, Practical 2Units/40Hours)**

Through this course, basic concepts from kinesiology will be explored with emphasis on the understanding of efficient movement. By use of a critical thinking approach, students will assess wide range of motion and muscle strength and isolate those areas that are in need of mediation. This introductory course is designed to acquaint the students with the theory and assessment necessary to prescribe remedial exercises. Stretching, resistance, balance, and core stabilization principles are described and practiced as well as theoretical and practical instruction on performing joint mobilizations. Indications and contraindications for these types of exercises are discussed.

**MMTM 304 Introduction to Acupressure (Theory 2Units/20Hours, Clinical 2Units/40Hours)**

This course is an introduction to the history, theory, and principles of the practice of acupressure. Students will learn the basic concepts of acupuncture points and locations. The applications of acupressure therapy, and the contraindications will be discussed. The therapeutic effects of acupressure will be examined.

**MMTM 401 Microbiology (3Units/30Hours)**

In this course, the student will learn about classification and identification characteristics of the different micro-organisms (bacteria, viruses, fungi and parasites). Emphasis will be on microbial disease mechanisms and their clinical manifestations. The student will also be able to describe the infectious processes that require emergent care. The functions of the immune system and selected immunological disorders will be discussed.

**MMTM 402 Complementary Therapy (3Unist/30Hours)**

This course will introduce the student to the study of complementary and alternative therapies (CAM). The purpose of this course is to help you understand the nature and practice of various alternative therapies, analyze research available to demonstrate the effectiveness of these therapies, and to identify the trends and issues related to the use of complementary and alternative (CAM) therapies. After completing this course, you should be able to evaluate the risks and benefits of using particular CAM therapies. The student will examine the principles, practices, and outcomes of select alternative healing and complementary therapies. The influences of diverse cultural groups, from both the West and East, are examined in relationship to healing practices.

**MMTM 403 Muscle Testing and Therapy( Theory 2Units/20Hours, Clinical 1Units/20Hours)**

This course will train massage therapists to test muscle strength in many of the most common problem causing trunk and extremity muscles. Massage therapists will also be trained to recognize muscle spasticity through muscle testing as well as posture and movement observation. Massage therapists will also learn to recognize the more common entrapment syndromes. The massage therapist will further trained to correct the above problems using massage therapy techniques and methods. This laboratory and lecture course focuses on soft tissue procedures which are complementary to the massage therapy. Emphasis in lab is placed on skills development and application of assessment and treatment procedures. The lecture series focuses on the history and scientific basis for the soft tissue technique that are taught.

**MMTM 404 Physical Examination(Theory 2Units/20Hours, Clinical 1Units/20Hours)**

This is a clinical skills course with the main emphasis on examination of the human body. Physical Diagnosis is the most fundamental of diagnostic techniques. After an introduction to diagnosis and clinical history taking, the course covers the basic principles and procedures used in physical examination, including inspection, palpation, percussion and instrumentation of the various body systems. The student will learn to select examination procedures that correlate with the patient's history, perform those procedures, use appropriate physical examination techniques, and integrate the findings with the patient's historical data. This course introduces the student to the etiology, pathogenesis, and morphological changes of diseases of the neuromusculoskeletal system.

**MMTM 405 Pregnancy and Infant Massage (Theory 2Units/20Hours, Clinical 2Units/40Hours)**

This course examines pregnancy from conception to birth, and how massage therapist can be a tremendous benefit for both the mother and her unborn baby. This course continues the development of knowledge, skills, and attitudes necessary for practice. The student will apply massage techniques previously learned to situations where adaptations are necessary due to time, positioning or client presentation. Theory of normal growth and development will be introduced and specific adaptations will be examined as applied to selected life stages.

**MMTM 406 Therapeutic Exercise (Theory 2Units/20Hours, Clinical 2Units/40Hours)**

This course is a study of basic theories and therapeutic application of exercise. Emphasis is given to the principles of therapeutic exercise and in the appropriate use of related equipment. Students will apply basic neuroanatomy and theoretical concepts related to therapeutic exercise and identify treatment interventions and special tests associated with specific orthopedic conditions

**CHANGES IN SCHOOL PROGRAM**

The school, will make all attempts to notify the student of changes or modifications with an addendum to the catalog posted in the administrative area. It is the student's responsibility to stay abreast of any changes.

**TUITION POLICIES****SCHEDULE OF TOTAL CHARGES FOR A PERIOD OF ATTENDANCE and ESTIMATED SCHEDULE OF TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM**

PROGRAM	Credit Hours	Tuition per Hour	Schedule of Total Charges for a Period of Attendance	Total Tuition	Textbooks	Registration Fee	STRF NON INSTITUTIONAL 0.0 cents/\$1000	Estimated Schedule of total charges for the entire educational Program
Massage Therapy	550	\$12.95	3750.00 at enrollment and 3750.00 at completion of program	7125	300	75	0.00	7500
Advance Massage Therapy	8100	\$14.85	6250.00 at enrollment and 6250.00 at completion of program	12025	400	75	0.00	12500

**TUITION PAYMENT POLICY**

Aceport College's tuition and fees for all programs may be satisfied with payment by check, money order, credit card. Cash payment for tuition and fees will only be accepted when paid at the admissions office.

**REPAYMENT POLICY**

All financial obligations are to be met prior to withdrawal or graduation from the program. Arrangements for repayment of tuition are to be made prior to withdrawal or graduate. The student who becomes indebted to Aceport College due to unpaid deferred tuition, , damage or loss of equipment/materials, or other reason may be denied further enrollment and release of official academic transcripts. Release of information to potential employers or other agencies may be denied until all indebtedness has been cleared.

**STUDENT SERVICES****Academic Advising**

To enhance and maintain student satisfaction with his or her overall educational experience, academic advisors are available for one-to-one counseling sessions. This offer will be a great guidance to students who want to pursue a successful academic achievement, and an adequate preparation for the future. The office of the academic dean and academic advisors will oversee the overall progress of each student and provide advices to help students with basic graduation or program requirements. In addition, personal advising is also available upon appointment.

**Distance Education**

Aceport College **DOES NOT** provides distance education

**Tutoring Services**

Students will be able to seek for additional academic support through tutoring services at Aceport College. This peer-tutoring service will help both tutor and students to acquire knowledge and maintain the grades that they are aiming for. Tutoring services will be available in a quarterly basis.

**Student Organizations**

Aceport College promotes a diverse campus climate and offers various student organizations on campus. Diverse student organizations and their student-centered activities will inspire a cultural, social, and academic integration on campus as well as the enhancement of individuals' leadership skills.

**Student Housing/Accommodation**

Aceport College does not have dormitory facilities under its control at this time. While the institution has no responsibilities to find or assist a student in finding housing, related resources may be provided upon request. Usually students can find their accommodation near the school as several apartment complexes are facilitated around the campus. The range of estimated costs for a studio is \$600-800, for a one-bedroom apartment is \$1,000-1,300 and for a two-bedroom apartment is \$1,600-1,800

### **Library and Learning Resources**

Aceptort College Library offers vast amount of learning resources, including printed books, journals, periodicals, and magazines, for students, faculty, and staff members. The library is designed to support students to acquire academic and informational needs and to fulfill their course and program requirements. Through frequently updated resources, students will have an opportunity for successful research, discovery, and practice. The librarian will manage and overall operation of the library and assist students with any issues regarding the access to the library resources. Library hours are weekdays from 9am to 6pm; the library is closed on Saturday and Sunday. During these hours, students are able to check out the books. At the library, students have access to various resources arranged with the individual identification number. A type of resources, a subject, a subdivision of the subject, and an author's name compose this identification number.

### **Facilities and Equipment**

The school only has a main campus at this time. This school is located at 1661 N. Raymond Ave., #145 Anaheim, CA 92801, and includes approximately 800 square feet of campus. The school contains two classrooms that can accommodate 15 students each at any given time.. The classroom is equipped with desks, chairs, and white boards, massage beds and ALL needed oils and implements. The library provides students access to various learning resources. It contains 3 bookshelves that can hold approximately 200 printed resources including books, journals, magazines, and periodicals. The CEO/CAO Office provides the Chief Executive Officer and Chief Academic Officer private space to work his duties. The rest of the space contains the administration office.

### **Web-Site Information**

Information about Aceptort College can be found on the following website address:  
[www.aceportcollege.com](http://www.aceportcollege.com).

The students may view and download information about the college at any time.

(1) The school catalog.

==> <http://aceportcollege.com/school-catalog/>

(2) A School Performance Fact Sheet for each educational program offered by the institution.

==> <http://aceportcollege.com/school-performance-fact-sheet/>

(3) Student brochures offered by the institution.

==> <http://aceportcollege.com/school-catalog-2/>

(4) A link to the bureau's Internet Web site.

==> <http://aceportcollege.com/approval-disclosure-statement/>

(5) The institution's most recent annual report submitted to the bureau.

==> <http://aceportcollege.com/annual-report/>

**SELF MONITORING PROCEDURES(CCR §71760)**

The Aceport College shall develop and maintain adequate procedures used by the institution to assure that it is maintained and operated in compliance with the Act and this Division.

Note: Authority cited: Sections 94803 and 94885, Education Code. Reference: Sections 94823.5, 94893, 94894, 94895 and 94896, Education Code.

1. Lectures are attended by students, instructor.
2. The Custodian Record takes all the written information and files those documents into the individual student's files.
3. Test Scores are entered into the student's files.
4. Files are stored in a locked filing cabinet in the Personnel Departments office.
5. The instructor receives all information, written and verbal on each student.
6. Maintain communication with the BPPE and CAMTC to maintain compliance.
7. Faculty shall show evidence of a current California professional license or certification.
8. Faculty meetings attended by Instructor for quality assessment and improvement of program policies and procedures.
9. Board meetings are held twice a year for board members to discuss general school functions and resolve any problems.
10. The COO and the Custodian Record uses the Graduation Follow-Up Survey Form to check the employment status of graduate students.
11. Student tuition recovery fund announcements.
12. Participate in Webinar and Conference Call information sessions with the BPPE and CAMTC.
13. Subscribe for "Alerts" to receive Bureau Proposed Regulation Notices and Annual Fee by e-mail;
  - o <https://www.bppe.ca.gov/webapps/subscribe.php>
  - o [https://www.bppe.ca.gov/webapps/annual\\_fee.php](https://www.bppe.ca.gov/webapps/annual_fee.php)