



**Orange County School of Massage**

500 Hour Massage Therapist Training Program

23615 El Toro Road, Suite R1  
Lake Forest, CA 92630

Phone: (949) 445-1009 Fax (949) 606-0497

BPPE Code: 4900941

CAMTC: SCH0179

School Course Catalog Effective From: January 1, 2024- December 31, 2024

Website: [www.ocmassageschool.com](http://www.ocmassageschool.com)

**APPROVAL DISCLOSURE STATEMENT**

The Orange County School of Massage, Massage Therapist Training Program, 23615 El Toro Road, Suite R1, Lake Forest, CA, 92630. This institution is approved to operate by the Bureau of Private Postsecondary Education, this is a private institution. Approval to operate means that the institution and its operations comply with the minimum state standards as set forth in the California Private Postsecondary act of 2009 and title 5. Division 7.5, California Code of Regulations. Approval does not imply any endorsement or recommendation by the state or by the Bureau. Institutional approval must be renewed every five years and is subject to continuing review.

Approved are the following courses:

**PROGRAM TITLE- Massage Therapist: 500 Supervised Clock Hours.**

**PROGRAM DESCRIPTION:**

The Orange County School of Massage offers a well-rounded 500-hour Massage Therapist Program with curriculum covering several different modalities. Our emphasis in the Core Curriculum is Swedish massage. Our core curriculum is an intense and comprehensive course that ensures that our graduates will be skilled in the Swedish Massage technique while maintaining proper body mechanics. The additional 400 hours of instruction offered will prepare the student and give the student a wide variety of techniques that they will need for a successful career in the massage industry.

The Massage Therapy course stresses professional ethics, working within a spa environment and becoming part of the professional community. The Massage Therapist program offers students an opportunity to enhance their skills with additional techniques and experience in the workplace. The program stresses exceptional and systematic learning systems to produce talented students with consistent skill sets. All instruction is provided in English.

This institution’s massage program shall prepare its graduates for careers as massage therapists. The US Department of Labor defines this as:

**31-9011 Massage Therapists**

Perform therapeutic massages of soft tissues and joints. May assist in the assessment of range of motion and muscle strength or propose client therapy plans.

Illustrative examples: Swedish Masseur, Licensed Massage Therapist, Deep Tissue Massage Therapist

Broad Occupation: 31-9010 Massage Therapists

Minor Group: 31-9000 Other Healthcare Support Occupations

Major Group: 31-0000 Healthcare Support Occupations

<b>CLASS DESCRIPTION</b>	<b>HOURS</b>	<b>COST</b>
STRF Fee of two dollars and fifty cents (\$2.50) per one thousand dollars (\$1000.00) of institution charges (Paid by School). \$250		
Core: Swedish	100	\$2,500
Anatomy & Physiology	100	\$2,500
Spa	100	\$2,500
Advanced I	100	\$2,500
Advanced II	50	\$1,250
Business & Ethics	50	\$1,250
Total	500	\$12,500

Estimate and Total charges are the same, about: \$1375.00, additional costs are for supplies and textbook.

### **IDL: Interactive Distance Learning (\*NOT Currently Offered)**

190 hours of Internet and app based instruction on lecture and theory-based subjects in which the student and instructor are in different locations is optional for students, faculty member and/or if the school experiences special circumstances that prevents student and faculty members from attending face to face instruction. This will include interacting using a computer and other communications technology, as well as delivering instruction and hands on demonstrations live with an instructor present via webcam (Zoom). Distance learning may include text, video or audio instruction in which the primary mode of communication between the student and instructor is online interaction, instructional television, video, telecourses, or other instruction that relies on computer or communications technology such as email. It may also include the use of supplemental print materials incorporating assignments that are the subject of written or oral feedback. All lessons, video demonstrations, audio recordings and materials needed will be provided to the student on the LMS Schoox system. The students will have access to the content for further review at the end of each class and can view past presentations and content for the duration of the student's enrollment. The remaining 310 hours of instruction must be completed at the school's address with an instructor present to perform the required hands-on portion and assessments of the program.

**Required Class Times:** All students and faculty are required to be present and/or logged in and be visibly present via Online Video Conferencing during the days and times listed below.

Monday -Thursday

8:00 am -12:00 PM Morning Session

Lunch Break 12:00pm -1:00 pm

1:00 pm-5:00 pm Afternoon Session

\*Online students will be dismissed from online viewing during hands on/practical and/or assessment times- faculty must track hours of practical and/or assessment the student will need to make up in person at a later time).

### **Required Hours Online VS. In Person Regardless of Special Circumstances**

-190 hours of Instruction can be completed online with the direct supervision of a live instructor via Zoom

-310 hours of hands-on Instruction must be performed at the Schools Physical location and performed on a body in front of a live instructor.

### **COURSE OUTLINE**

**Core: Swedish:** (100 supervised clock hours) No Prerequisite

In this course, the student will be introduced to the history, development, and evolution of massage therapy and learn the basic principles of proper body mechanics and proper draping techniques. The student will learn how to conduct an intake interview with the client, basic documentation skills, as well as how to communicate effectively during the massage. The student will learn the basic principles and strokes of Swedish massage, and apply those techniques to sports massage, massage for special populations (medically frail, pediatric, geriatric clients) and contraindications for massage. Assignments: Quiz/Homework. Assessment: Practical Exam.

**Anatomy & Physiology:** (100 supervised clock hours) No Prerequisite

This course introduces students to anatomy, physiology, kinesiology, and pathology. This course teaches students about anatomy and physiology so that students can develop session strategies for their clients. Students will have a strong foundation of the human body that they can continue to use as reference points as they continue with their education. Assignments: Quiz/Homework. Assessment: Exam

**Advanced I (Deep Tissue):** (100 supervised clock hours) No Prerequisite

In this course, students will learn deep tissue massage. It is the use of different massage styles and techniques that are directed toward the deeper tissues of the muscles and fascia. Student will learn how to work with various client needs, understanding contraindications, varying techniques to apply appropriate pressure, proper body mechanics, deep tissue techniques. Assessment: Practical Exam

**Advanced II (Sports) :** 50 supervised clock hours) Prerequisite; Core, Advanced 1, Anatomy & Physiology

Students will learn how to recognize and treat sport related injuries as well as repetitive stress injuries, general injuries. Students will learn pain management techniques along with advanced anatomy and physiology. Students will learn how to apply different techniques to treat joints and muscles. They will learn stretching protocols as well as how to use tools to increase client mobility. Assignments: Full Sequence. Assessment: Practical Exam

**Business & Ethics:** (50 supervised clock hours) No Prerequisite

In this course, the student will learn the intricacies of the therapeutic relationship, with a heavy focus on the roles and boundaries of therapist and client. This course is heavily focused on interactive discussion and activities designed to reinforce concepts of professional ethical behavior, including the framework and dynamics of client/therapist communication, handling ambiguous situations, sexual boundaries, financial boundaries, dual relationships, and taking advantage of peer support and supervision. Assignments: Quiz/Homework. Assessment: Exam

**Spa:** (100 supervised clock hours) Prerequisite; Core, Advanced 1, Advanced 2, Anatomy & Physiology

In this course, the student will learn and practice several enhanced therapy treatments commonly used in spa settings including scrubs, deep tissue enhancement and aromatherapy while recognizing any contraindications from these treatments. Students will also learn proper etiquette of working in a spa setting and how to best promote themselves in that environment. You will gain practical experience through clinic and lab exercises. Assignments: Quiz/Homework. Assessment: Exam

\*Applicants for CAMTC certification shall have attended 500 supervised hours total with 100 of those hours satisfying the CAMTC specified subjects.

**COURSE ASSIGNMENTS/HOMEWORK\*In Person and IDL**

Homework will be assigned accordingly per class. This homework is designed to support what was taught in class that day. Homework assignments are to be completed on our online platform using Schoox or Quizze. Students will be able to see their graded results online the same day after they have submitted the assignment. If the student has any questions, they can email the staff or simply wait for the following day to ask during the review section of class. All classes designate time at the beginning of each class to review prior days homework. If the student feels their question is urgent, please note "Urgent Question" in the subject of your email and the staff

will respond within 48 hours if not sooner with the exception of weekends, (Friday, Saturday and Sunday are considered weekends) then staff will have a turnaround time of 96 hours if not sooner to respond to students questions.

#### **MISSION AND PURPOSE:**

Our purpose is to provide consistent, professional, classic and cutting-edge teaching techniques that allow our students to gain all necessary skills, knowledge, confidence and certifications required to become highly proficient and well respected, industry leading, professional massage therapists.

#### **ADMISSION POLICIES:**

- Students must be 18 years of age or older and in good physical, mental and emotional health. This course stresses quality instruction, and maximum class size is 18 students.
- At registration students must provide a High School diploma or greater equivalent.
- Must be fluent in English at the 12<sup>th</sup> grade level as documented by a high school diploma, GED, or greater equivalent, as all teaching materials are in English only.
- The Orange County School of Massage does not provide any English language services including instruction such as ESL and determines English language proficiency through the prospective student interview process conducted prior to admission.
- Orange County School of Massage reserves the right to refuse or cancel admission for any unethical, unprofessional, unsafe conduct or medical impairment compromising the learning environment for the applicant and other classmates.

#### **TRANSFER OF CREDITS POLICY**

Orange County School of Massage has not entered into any articulation or transfer agreements with any other institutions, colleges or universities.

Credit may be given for Anatomy if it is at college level and a minimum of 50 classroom hours. Credit may be given for learning from other massage schools. A signed transcript must accompany all outside credit requests.

Students coming in with previous training from another establishment may submit, in writing along with completed course information, to the school Director. Orange County School of Massage will evaluate the transfer to determine if and how much can be transferred. Credit is based on contact hours from a massage therapy school. All decisions are made by the school Director after review of transcripts. If transfer of credit is awarded, appropriate financial credit will be posted to the student's file.

If the student has experience related to the proposed field of training (Experience learning) and can demonstrate by other means at the discretion of Orange County School of Massage, appropriate credit may be awarded pending the proper documentation, examination, and proof of study or experience. Award for prior credit is provided at no additional tuition cost. ALL appeals will be decided by the Director.

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

The transferability of credits you earn at Orange County School of Massage, is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in massage therapy is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate 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 Orange County School of Massage to determine if your or certificate will transfer.

### **FACULTY/ INSTRUCTORS**

**President and Chief Executive Officer:** Tracy Hua

**Qualifications:** Mrs. Hua has been in the spa industry for 15 years currently owning and operating 4 Massage Envy locations in Orange County, California. She is a United States Army veteran and has also been in the real estate industry for 12 years as an active real estate agent. She attended Pierce College. Mrs. Hua's background and experience running a multi-million dollar spa business with almost 200 employees gives her a unique ability to be able to manage this school project. Her experience over the last 15 year operating multiple spas, handling corporate and state requirements, human resource operations as well as facility core responsibility will be to ensure that the operations of the facilities are maintained appropriately and that the school remains in compliance with all state and local laws.

**Vice President, Chief Operations Officer, Chief Academic Officer, Director, Instructor; Business:** Eric Hua.

**Qualifications:** Mr. Hua attended the University of California at Santa Barbara. He has a 15-year background in the spa and chiropractic industry. Mr. Hua currently co-owns 6 franchised Massage Envy spas in the Orange County, California area. He has been responsible for the hiring and training of hundreds of massage therapists. He currently employs, trains, and manages approximately 200 employees of which approximately 130 are massage therapists. He was also a developer of a Chiropractic franchise called the Joint Chiropractic where he built, operated, staffed, trained and managed a staff of administration, sales and chiropractic doctors in 8 locations in Orange County, California. He is currently responsible for the finances, sales and marketing of the 4 spa locations. Mr. Hua is uniquely qualified to perform the operation of the school due to his ability to create business system as well as employee systems. His direct business experience gives the school's students cutting edge skills needed for today's labor market.

**Director/Operations Manager, Instructor- Core, Business:** Amber Cisneros

**Qualifications:** Ms. Cisneros has been in the health and wellness and spa industry for over 10 years. She has been in charge of employee recruiting, massage therapist on boarding and maintaining strict corporate business policies and compliance at Massage Envy. She has also been the operations manager and chiropractic trainer for the Joint Chiropractic where she was responsible for the day to day operations of the business up to and including the staffing of doctors and sales associates, training of all positions and handling all customer issues. While under her management, the Joint Chiropractic locations serviced thousands of customers monthly. Managing the school's day to day operations and working with its students will fall right in line with her background in business management and customer service.

**Administrator, Instructor- Business; Alyssa Paqua**

**Qualifications:** Mrs. Paqua attended CSUF and holds a Bachelor's Degree in Communications and Public Relations. She has been working in the spa industry for 9 years. She is the Current Director of Operations at Massage Envy, overseeing 100+ employees with over half of them being Massage Therapists. She spends her time training, coaching, and developing her staff, and ensures the business maintains the licensure, certifications, and falls within compliance per the corporate business policies. Mrs. Paqua manages the hiring and recruiting for Massage Therapists, Estheticians, Front Desk Associates, and Managers for the 4 clinics she oversees and handles all escalated employee and client issues. With her direct connection to the industry, Mrs. Paqua has a unique perspective to bring to the classroom setting.

**Instructor Anatomy & Physiology: Dr. Stephen Harkins**

**Qualifications:** Dr. Harkins has his own successful chiropractic practice for 26 years in San Clemente. After closing his practice to pursue his love of healing and education, he pursued a teaching career as a high school teacher where he taught science and anatomy. He has worked with The Joint Chiropractic, the largest chiropractic franchise in the nation. Dr. Harkins is one of the largest employers of chiropractors in the state of California. He has joined our team to help build our curriculum and to instruct students and our own instructors. He has been teaching with OCSM since Spring of 2022.

**Instructor: Core, Advanced 1, Advanced 2, Spa; Jay Garcia**

Jay Garcia began studying massage in the summer of 2010 and received his license in June of 2011, at which time he began working at Massage Envy Mission Viejo South. After completing the 500 hour program he decided to continue his study of massage and completed the 1000 hour program. He has completed over 1200 hours of schooling. Jay has worked for Massage Envy for nearly 14 years. In that time he has performed over 15,000 hours of massage and has been a Lead Therapist. He received the Massage Therapist of the Year Award at Massage Envy Mission Viejo South in 2018 and 2019. He is also a Trainer for multiple Massage Envy locations in South Orange County and is currently a teacher at the Orange County School of Massage. He has been teaching with OCSM since Spring of 2022.

**Instructor: Core, Advanced 1, Advanced 2, Spa; Jamie Forsythe**

Jamie has been in the healthcare industry for over 20 years. While working as a nursing assistant in the Alzheimer's unit she saw firsthand the positive effects massage had on people. She quickly discovered she had a passion for massage and decided to pursue it further by attending massage school. After graduating from Bryman College with 750 hours of training she went on to work for a chiropractor before finding her home at Massage Envy. With 18 years of experience as an MT she's performed more than 15,000 massages and specializes in deep tissue sculpting, Pre-natal & sports massage as well as cupping therapy. Jamie lives in Mission Viejo with her husband, 3 kids and Grandpa the cat. She loves weight training; spending time outdoors and also has an eye for photography. She has been teaching with OCSM since Fall of 2022.

**Instructor: Core, Advanced 1, Advanced 2, Anatomy & Physiology Spa; Peter Neurad**

Peter has been in the wellness industry and has practiced massage for over 30 years. After being a high-level athlete himself and seeing firsthand how massage therapy works for athletes, he decided to learn the art and pursue a career in massage therapy. Peter started his career working with professional athletes (Track & Field, Ice Hockey) specializing in Sports massage therapy. He has also worked in Spa settings servicing thousands of clients providing a wide range of relaxation Swedish, deep tissue, prenatal and sports modalities. Peter has a passion for providing massage and teaching others the art of massage.

**Instructor: Core, Advanced 1, Advanced 2, Anatomy & Physiology, Spa; David Mahshi**

Dedicated and passionate, is a committed educator with a Bachelor's Degree in Health Science from California State University, Long Beach, focusing on Education. With a proven ability to engage and inspire individuals through innovative teaching methods, I foster positive and inclusive learning environments. Additionally, I hold a certificate from the American Institute of Massage Therapy and have served as a Massage Therapist at Massage Envy in Lake Forest from 2012 to 2023. There, I was responsible for intake, assessment, treatment, and documentation of sessions, while also contributing to spa marketing efforts through one-on-one referrals. Prior to my career in massage therapy, I proudly served in the United States Navy Submarine Service, bringing discipline, teamwork, and dedication to every task.

## **PHYSICAL SETTING/ FACILITY DESCRIPTION**

The Orange County School of Massage is located at 26315 El Toro Road, Suite R1, Lake Forest, CA 92630. It is located in the Twin Peaks Shopping center for ease of access. The school is minutes away from the 5 freeway, making it very easy to drive to.

The school's classrooms are well lit and contain commercial grade hydraulic massage tables for better body mechanics for its students. The school is equipped with computer workstations for research as well as a large movie screen for ease of demonstrations.

This institution, the facility it occupies and the equipment it utilizes fully comply with any and all federal, state and local ordinances and regulations, including those requirements as to fire safety, building safety and health.

## **ADDITIONAL RESOURCES**

Orange County School of Massage provides folding/ portable massage tables, massage chairs, all charts, and necessary teaching materials to students. For reasons of hygiene, consumable massage supplies, linens are not included.

The school will have a resource center using advanced technology using Schoox as the LMS (Learning Management System) that is available to all students via computer, phone or tablet. Schoox provides the lessons presented in the classroom as well as the training videos to all the massage techniques and moves and flow sequences. Students will utilize the LMS during make up hours if they are absent. Our library is complete with reference books, flash cards, DVD videos, and access to online resources. These will be made available during school hours and via a check out system. The Lake Forest City Public Library is located across the street and is a 3-minute walk from the school and its resources can be made available to students. The on-site library will have current books used in the curriculum as well as additional reference materials.

## STUDENT SERVICES

Our school includes an administration area for assistance with enrollment, administration and counseling. We have a study area available when not in use for class time. We have a modest library with a selection of resource and textbooks, flash cards and other study materials. We have a posting area where local businesses can reach our students.

## INTERNATIONAL STUDENTS

Our school does not currently participate in federal programs that authorize a school to accept international students for training and education.

## SCHOLARSHIP

**Tuition Reimbursement Amount.** Applicants shall be eligible for Tuition monies totaling up to **\$10,000.00** with a maximum pay out of up to **\$256.41** per pay period for (39) thirty-nine pay periods should Applicant fulfill the entire eighteen (18) month duration of the program. The Tuition Payment Monies will be paid on behalf of the applicant once minimum weekly service units are met. Should Applicant fulfill the Program Eligibility Requirements, an Applicant can successfully achieve a total tuition reimbursement of **\$10,000.00** paid to the participating Massage Envy Locations. Due to the business relationship with the school, payments toward tuition will ONLY be paid directly to the school. No Exceptions.

## FINANCIAL AID

Orange County School of Massage does not participate and is not eligible to participate in any Federal or State financial aid programs. The school is not accredited by an accrediting agency recognized by the United States department of education.

## LOANS:

If the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds. If the student has received any grants, monies or scholarships from third parties, the student is not entitled to a refund of that money.

The school will also refund money collected for sending to a third party of the student's behalf such as license or application fees. If the school cancels or discontinues a course or education program, the school will make a full refund of all charges. Refunds will be paid within 30 days of cancelation or withdrawal.

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 moneys not paid from federal financial aid funds.

If a student defaults on a federal or state 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 financial assistance until the loan is repaid.

## **PLACEMENT SERVICES**

We offer limited job placement services with our business partners/ spas. Orange County School of Massage can facilitate job placement with our regional spa partners and spas and shall provide every reasonable effort to assist students in finding employment, but Orange County School of Massage does not guarantee employment. Orange County School of Massage enjoys a unique relationship with a national massage company.

## **HOUSING**

We do not offer housing, nor do we have dormitory facilities. Local housing is available in the \$800/month range. The school has no responsibility to find or assist students in finding housing.

## **RECORDS RETENTION**

Enrollees are advised and cautioned that state law requires this educational institution to maintain school and student records for a period of not less than 5 years from the student's date of completion or withdrawal. Student transcripts will be permanently retained.

## **ATTENDANCE POLICY**

Students are expected to attend classes as scheduled. Absences will be recorded. Makeup hours and work must be arranged with the instructor. A leave of absence may be arranged if necessary, please contact school Administrator for LOA details. Students will need to communicate with the administration when their absences exceed the maximum number of hours allowed to miss. Missed class hours must be made up before certificate or letter of completion will be awarded. Make-ups must be taken in regular class segments (i.e. mornings, or evenings) and are offered on a space-available basis. The make-up fee, if applicable, must be paid prior to making up the hours.

## **PROBATION AND DISMISSAL POLICY**

At the discretion of the administration, a student may be dismissed for:

- Disobedient or disrespectful behavior.
- Poor Attendance (< 80%).
- Inappropriate dress – Orange County School of Massage wishes to project a comfortable, modest and professional image.
- Students are expected to have good hygiene. Students should have showered that day, keep fingernails short, clean and filed. No perfumes or cologne should be worn in class.
- Inappropriate behavior which may include abusive or vulgar language, possession of weapons, physical inappropriate acts or gestures, physically fighting or mental cruelty including slanderous comments projected towards students or staff members.
- Improper touching or draping during class or while on school premises.
- Behavior creating a health or safety hazards to others.
- If any member of staff or affiliates becomes aware of any unethical conduct by a student outside of Orange County School of Massage, the Director will be informed and has the right to immediately dismiss the

student.

- Disruptive entrance or departure to or from the classroom or bathroom facilities.
- Disruption of the learning environment; excessive talking, texting, e-mailing, making or receiving phone calls during class. If disruption continues after feedback has been given student will be formally dismissed.
- Students on payment plan who do not make a monthly tuition payment will be on probation and not allowed to attend the class until payment is made. The student will be given one week from probation date to make a payment or otherwise be dismissed from the class. The student is responsible to do make up hours and work assigned, by the Director, for any absences.
- Any other behavior deemed inappropriate by the staff member in charge. Final dismissal will be decided by the Director.

### **LEAVE OF ABSENCE POLICY**

A student may request a thirty (30) day leave of absence (“LOA”) in the event of unforeseen life circumstances, such as jury duty, accident or illness, passing of an immediate family member, sudden loss of employment, or loss of childcare. Military duty, pregnancy, and unique circumstances may qualify for an extended LOA at the Director’s discretion. An LOA must be documented in writing and must be signed and dated by the student, and approved by the director. Non-return from LOA results in dismissal and application of the school’s refund policy.

### **GRIEVANCES**

The Director will provide office hours to hear student grievances. All students, upon enrollment, are provided with a Complaint Procedure form which includes the contact information for the Bureau for Private Postsecondary Education.

### **REVIEW POLICY**

Students may review the Core Curriculum at 50 of the current tuition if space is available. Review of Advanced core classes are at the discretion of the instructor.

### **PROGRESS GRADING SYSTEM**

The progress of each student will be evaluated by the instructor according to the student's ability to give a relaxing and therapeutic massage. Students will be given a Progress Report during the period of instruction. Written worksheets will be provided to monitor progress.

### **GRADUATION/ COMPLETION**

Progress will be evaluated at the end of each module. A written test and/or practical test will be given after each module. If at the end of any given evaluation period the student’s letter grade falls below 70%, or if attendance falls below eighty percent (80%) of scheduled program hours, the student will be placed on probation for the following evaluation period. A passing grade is 70%. Upon successful completion of all requirements, the Certificate of Completion as a Massage Therapist will be awarded. The student has a maximum of one year to complete all requirements.

### **CANCELLATION/REFUND POLICY / STUDENT’S RIGHT TO CANCEL.**

Cancellation notices shall be in writing. Withdrawal may be prompted by the student’s written notice or by the student’s conduct, including but not necessarily limited to a student’s lack of attendance. You may cancel this Enrollment Agreement and obtain a refund of charges paid through the 1<sup>st</sup> class session or the 7<sup>th</sup> day after enrollment, whichever is later, by sending a written notice to Tracy Hua, President, 23615 El Toro Road, Suite R1,

Lake Forest, CA 92630. If the School has given you any equipment, including books or other materials, you shall return it to the School within 7 days following the date of your notice of Cancellation.

## REFUND INFORMATION

The student has a right to a full refund of all charges less the amount of **\$250** for the non-refundable registration fee if he/she cancels this agreement prior to or on the 1<sup>st</sup> day of instruction or the seventh day after enrollment, whichever is later. The amount retained for the non-refundable registration fee may not exceed two hundred and fifty dollars (\$250).

In addition, the student may withdraw from the course after instruction has started and receive a pro-rata refund for the unused portion of the tuition and other refundable charges if the student has completed 60% or less of the instruction. For example, if the student completes only 30 hours of a 90-hour course and paid \$300 tuition, the student would receive a refund of \$200.

$$\begin{array}{rcl} \$300 & \times & \begin{array}{l} 60 \text{ clock hours of instruction} \\ \text{Paid for, but not received} \\ \hline 90 \text{ clock hours for which the} \\ \text{student has paid.} \end{array} & = & \$200.00 \text{ refund amount} \\ \text{Amount paid for} & & & & \\ \text{instruction} & & & & \end{array}$$

If the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds. If the student has received any grants, monies or scholarships from third parties, the student is not entitled to a refund of that money.

The school will also refund money collected for sending to a third party of the student's behalf such as license or application fees. If the school cancels or discontinues a course or education program, the school will make a full refund of all charges. Refunds will be paid within 30 days of cancelation or withdrawal.

## STUDENT TUITION RECOVERY PROGRAM

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

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

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

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Suite 225 Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

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

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

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

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

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

## **NOTICES: CALIFORNIA BOARD OF REGISTERED NURSING**

Provider approved by the California Board of Registered Nursing, Provider Number 9072. The Massage Therapist Course provides 30 contact hours. Is not operating as a

(8) Orange County School of Massage has no pending or past filings of bankruptcy within the last five years. It is not operating as a debtor in possession, has 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 under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

(9) 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

(13) Any questions a student may have regarding this catalog that have not been satisfactorily answered by the School may be directed to the Bureau for Private Postsecondary Education at: 1747 N. Market Blvd. Suite 225 Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), telephone (888) 370-7589, fax (916) 263-1897.

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

(22) California statute requires that a student who successfully completes a course of study be awarded an appropriate diploma or certificate verifying the fact. Various cities and counties maintain ordinances requiring licensing or certification of massage therapists. Some communities may require a background screenings and/or health checks. The California Massage Therapy Council offers a state certification. Please check the CAMTC website for their most up to date eligibility standards. [www.camtc.org](http://www.camtc.org). Prospective enrollees must check local requirements to determine if training at this institution will be applicable to their needs.

CAMTC'S LEGISLATION: Publication of CAMTC's Law related to unfair business practices as related to massage:

(1) Pursuant to California Business and Professions Code section 4611, It is an unfair business practice for a person to do any of the following: (a) To hold himself or herself out or to use the title of "certified massage therapist" or "certified massage practitioner," or any other term, such as "licensed," "certified," "CMT," or "CMP," in any manner whatsoever that implies or suggests that the person is certified as a massage therapist or massage practitioner, unless that person currently holds an active and valid certificate issued by the California Massage Therapy Council. (b) To falsely state or advertise or put out any sign or card or other device, or to falsely represent to the public through any print or electronic media, that he or she or any other individual is licensed, certified, or registered by a governmental agency as a massage therapist or massage practitioner.

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](http://www.camtc.org), phone (916) 669-5336, or fax (916) 669-5337.