California Institute of Advanced Therapy

School Catalog

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10 Mission

The mission of California Institute of Advanced Therapy is to educate students to gain knowledge of massage/tuina techniques through learning modern and oriental massage/tuina techniques and promote students to develop intellectual, analytical, and critical abilities for achieving their high level of professional career with professional ethical images to improve health of people.

10 Objectives

Our goal is to facilitate students through classroom training in order to master massage/tuina techniques to be certificated, obtain employment, stay in the field or start their own business where there is demand.

About School

7 The institute is a private institution, that it 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 the Bureau endorses programs or that Bureau approval means the institution exceeds minimum state standards. The approval to operate by Bureau for Private Postsecondary Education, can be found on the bureau's website www.bppe.ca.gov. California Institute of Advanced Therapy is located at 4 1305 Franklin St, #220, Oakland, CA 94612, 408-775-6199 41 www.advtherapyedu.com. School office hours are Monday to Friday from 8:30 AM to 5:00 PM. 11 The school established with a classroom, library and equipped with massage tables, tools, supplies, etc. for students to learn massage/tuina. WIFI is also available at the school.

8 School 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, and has not 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.).

26 Faculties

The school instructors are certified massage therapists by CAMTC. Our faculties are Aohua Jin, Fang Wu Zeng, Fumin Wang, Fute Ying, Juan Xia, Qiaosheng Dong, Shuchun Wang and Yan Ning. They have teaching and working experience in the field of massage/tuina therapy or own massage stores in US or China. Students will not only learn theories and techniques of massage/tuina therapy but also gain hands-on experience by learning from our instructors who have abundant working experience in the field.

Admission Requirements

All students enrolled into a massage/tuina program must be 18 years of age and hold either an English or Chinese high school diploma to be admitted to the program. **19** Students are required to provide their high school diploma as proof of their education and language level at enrollment as the courses are provided in the languages. Moreover, students must be in good health and can fully capable of learning massage/tuina techniques and performing and receiving the required massage/tuina movements.

15 Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits you earn at California Institute of Advanced Therapy is at the complete discretion of an institution to with you may seek to transfer. Acceptance of the credit hours/certificate that you earn in Massage Therapy Course is also at the complete discretion of an institute to which you may seek to transfer. If the credit hours/certificate that you earn at this institute are not accepted at the institutes to which you seek to transfer, you may require to repeat some or all of coursework at that institution. For this reason, you should make certain that your attendance at this institute will meet your educational goals. This may include contacting

an institution to which you may seek to transfer after attending California Institute of Advanced Therapy to determine if your credit/certificate will transfer.

Students credit hours that are earned at this school will be issued to the institute that students seek to transfer upon receiving a student's written request. A student's transfer can be acquired at the school office or a written request with the student's name, social security number, date of birth, address, phone number, email address, date of attendance, reason of transfer, completed school name, address and CAMTC school code of the school that students seeks to transfer. Email requests will not be accepted. Transfer hours may not exceed 50% of 500 hours that is required by CAMTC. Students are entitled to request up to two official transcripts at no cost. An additional official transcript will be issued at $50 each. The fee for official school transcripts may change at any time in sole discretion of the school as per requirement. To receive the transcript, the student must have no outstanding balance due.

17 Recognitions of Credits from Other Institutes

School recognizes instructional hours except experiential learning hours earned at other CAMTC licensed schools where curriculum is substantially similar to the content or scope of our programs. For students attending Massage Therapy Course, transferring hours may not exceed 50% of 500 hours as a requirement of CAMTC. CAMTC will consider up to 125 hours of equivalent in anatomy and physiology, contraindications, health and hygiene, and/or business ethics study. CAMTC also reserves the right, in its sole discretion, to not accept any or all transfer hours. If it is required, students need to complete the required study hours in the program in order to complete the program. The transcripts shall clearly identify transfer hours, including but not limited to school name, school approval code of CAMTC, address, phone or website, number of hours transfer, class requirements met CAMTC requirements, and reasons for transfer. Transcripts submitted must be official and sent directly from the originating school to the school administration office at 1305 Franklin St. #220, Oakland, CA 94612, 408-775-6199 for evaluations. Unofficial transcripts submitted via the student are not acceptable. Records submitted become the property of the school and will not be released to the student. If a student does not complete the enrollment at the school, the student records will be kept on file for about one year; then, be destroyed. Moreover, school has not entered into an articulation or transfer agreement with any other college or university and does not accept transcripts from schools that were not approved by CAMTC.

35 Student Services

Students can obtain the latest school catalog, student enrollment agreement, brochure, School Performance Fact Sheet, and other latest documents, or submit your requests. School office hours are Monday to Friday from 8:30 AM to 5:00 PM.

19 Foreign Students

The school does not admit foreign students to any of our school programs.

36 Job Placement Assistance

School does not provide job placement assistance to students to find employment opportunities in the field of massage/tuina. However, we will provide references or advice to students for employment.

27 Financial Assistance

School does not have access to any federal or state student financial aid nor student loan programs as the school and school programs are not accredited from an accrediting agency recognized by the United States Department of Education. 29A student may choose to find private educational lending through alternative sources.

37 Accommodation Services

School does not provide accommodation services nor has dormitory facilities under its control. Availability of housing surrounding school is abundant. Students are recommended to find their own room or place to live as expected. A room or apartment can be found in the area from $800 to $1800 depends on the individual's needs.

12 Library and Policy

School established a library and provides books and materials for students to develop in the field. These reference materials include books and charts on human anatomy and physiology, professional business ethics, oriental massage/tuina theories and techniques of massage/tuina therapy, nutrition, Qi-Gong and related materials. Students can visit the library during school business hours. All books and materials must be signed to be used in the library. All materials must be returned at the end of the business hours. All reference books and materials are property of the school and are not to be taken away from the premises at any time.

Library Hours are Monday to Saturday from 9:00AM – 6:00PM; closed on Holidays. For various requests, please email or call school office at caatinst@gmail.com, 408-775-6199.

Student's Right to Cancel

Students have the right to cancel the enrollment agreement and obtain a full refund paid through attendance at the first class session or the seventh day after enrollment whichever is later. Cancellation notices must be in writing with providing the student's name, address, phone numbers and dates of cancellations or withdrawal, signed and dated, and deliver in person. A cancellation will occur when the student gives written notice of cancellation to a school official. Pro-rated of refund will be calculated from the day after receiving the student's withdrawal/refund request. Cancellation/Withdrawal may also be effectuated by lack of attendance.

31 Attendance Requirements

All instructions including hands-on practice take place at 5 1305 Franklin St. #220, Oakland, CA 94612. All course work at the school is based on hours. Students are required to be on time and physically present for the entire duration of their course in order to receive a school certificate. Attendance via skype, phone, or other electronic calling device is not permitted. School does not accept distance learning hours, including but not limited to externships, apprenticeships, homework, and self-study or credits through challenge examinations, achievement tests, or experiential learning. Tardiness is considered; anything exceeding 15 minutes are counted and accumulated toward absence and receive a warning. Accumulation of such absences of five times will result make-up time and may associate with fees. The school arranges make-up classes for students according to their situation. All missed theory classes or hands-on practice hours are required to make up prior to graduation.

18 Requirements of Experiential Learning

Students are required to complete theoretical learning of a subject including assessment and assignment before participating hands-on practice of the subject. Students who are absent for theoretical learning of a subject must make up the lost theory hours prior to hands-on practice. Students who transfer from other schools must either take the theoretical class or take an exam of the subject at this school for evaluation before being allowed to participate hands-on practice. Tuition fees will be calculated on a pro-rata basis according to the subjects assessed upon the student's enrollment.

32 Probation and Dismissal Policy

Students will be placed on academic probation including talking with the school officials and receiving a warning from school officials when completing a subject with a grade below C or cannot complete the subject of learning. The student is given one chance to repeat the classroom learning with no cost. A written record of any evaluation or warning shall be maintained in the student's record.

School reserves the right to dismiss or terminate a student from any inappropriate acts, including but not limited to inappropriate acts of a sexual nature, abusive or threatening behavior, and possession or under influence of a controlled substance. Termination under these circumstances will be immediate and the student may be asked to leave the school facility immediately. A student can also be dismissed or suspended for failure to meet his/her financial responsibility to the school.

33 Leave of Absence

A student may request a leave of absence of a program for a reason that prevents students from effectively engaging in the classroom. A leave of absence may be filed up to the time of the next same training program. The completed and uncompleted theory and hands-on classes will be outlined and reviewed by the program director. The student must sign and acknowledge. Filing leave of absence will extend time for students to complete a program and protect students from policy and tuition changes beyond the date stated on the enrollment agreement signed upon registration.

Hygiene, Dress Code and Draping

Students are expected to maintain a high standard of personal hygiene and adhere to the following dress code in the classes:

- Shirts should have ¼ length sleeve. Cover the cleavage and midriff completely. No holes in clothes and no bear feet
- Do not wear perfumes, cologne or body sprays
- Hair should be clean. Not hang below the shoulders or neatly tied back and up.
- Fingernails must be trimmed short, clean, no acrylic nails
- Fresh breath, good dental hygiene and no chewing gum in the classroom
- Beards and moustaches must be neatly trimmed
- Wash hands before and after massage/tuina, using restroom and eat
- Use a towel/sheet to cover from lower shoulders to middle of upper legs during skill demonstration and hands-on practice

Students are encouraged to dress comfortably in flexible clothing or professional attire that allows freedom of movement. A student arrives to class with inappropriate cloth, poor hygiene or strong scents may ask to rectify.

34 Student Rights/Grievance Policy

We value and respect every student and will work hard to make their learning experience valuable and rewarding. If a problem occurs during your training, we want to work with you to find a fair and satisfying solution. The procedures of complaints are included but not limited to the following:

1. A student may note a complaint by communicating orally or in writing to any instructor or school officials. If the complaint is in writing, we request that the complaint is submitted with the nature of the incident, approximate date of occurrence, name of individual, sign and date.
2. For an oral complaint, we will work with you to investigate the incident, including interviews with all individual involved within 24 hours. If the complaint is not resolved with either a reasonable solution or time, the student should file a written complaint.
3. Upon receiving a written complaint, it will be forwarded to the person responsible for the conduct. A school official will meet with you if necessary and review all pertinent documentation for making every effort to find a fair solution to address your concerns. School shall within 10 days after receipt of the complaint provide the student with a written response, including a summary of the school's findings and disposition and may include a refund of tuition.
4. For a violation of the law that is not resolved within 30 days after initially filing by the student, the school will notify law enforcement authorities, BPPE and all appropriate accrediting bodies of the complaint about investigation findings and resolutions, including communicate directly with any person in control regarding the complaints and their investigation and resolution or lack of resolution. Students

may at any time communicate directly with the BPPE or any other appropriate government agency regarding their complaints.

5. If the investigation was found and determined that the complaint is invalid or unfounded, the complaint will be dismissed with no further action and the reasons of rejection will be provided to the student.
6. A written record of the complaint and the details of the resolution along with all pertinent documents will be filed in the student's record and be logged in the "Student Record of Complaints Log"

38 Retention of Student Records

School maintains records of names, addresses, email addresses, phone numbers and any documents and forms that are signed by students or instructors of students during their training program. Student records are retained and locked in a fireproof cabinet at the school principal place of business for a minimum of five (5) years. Student transcripts and certificates of completion will be kept indefinitely. Students' financial records are kept in separate folders. Students' file may also be retained electronically. All student records and files are restricted to be accessed by authorized personnel. Students who wish to access their records at the school are required to make an appointment with school officials. The school administration hours for accessing student records are Monday to Friday from 9:00 AM to 12:00 PM and 1:00 PM to 4:00 PM.

30 Grading

Students will be graded as **35%** on attendance, **35%** on skill demonstration, and **30%** on exams.

Grading Standard

Grade Level	Grade Percentage	Performance
A	90% - 100%	Excellent
B	80% - 89%	Good
C	70% - 79%	Average
F	-	Fail
P	-	Pass
INC	-	Incomplete

Withdrawals and Incompletes

Students, who are withdrawn or did not complete a full program of study, shall be credited up to the last whole module that was completed in the program. Students will have an option to restart a class following the last satisfactorily completed module of study. For example, if a student completed chapters 1 and 2 of Massage Therapy course but withdrew some classes in the following chapters, the student shall restart back at the beginning of module 3 at a later opportunity in their chosen schedule to do so but not to exceed 24 months from the original starting date. Incomplete hours shall appear as "incomplete" on a transcript; partial hours of completion of a module shall not be listed on students' transcript. The student is required to pay the difference in tuition for the time of the student's study overlapping hours in the program.

20 Graduation Requirements

Students who successfully complete the training, must fulfill total 500 hours of the course, which requirement mandated by the California Massage Therapy Council (CAMTC), encompasses theory, hands-on practice, assignments, and examinations in each subject. Theoretical knowledge is assessed through written exams; students must achieve a minimum grade of "C" on each given exam or higher. Hands-on Practice skills are evaluated by instructors through student demonstrations with using "Pass" (P)/ "Fail" (F) standard method; students must achieve a passing grade (P) in these demonstrations to successfully complete the program.

Students who successfully complete all the required training subjects including theory and hands-on hours of a program will receive a school issued certificate of completion with the course title and clock hours on the

certificate. Successful completion also includes satisfaction of all financial obligations to the school, attendance and written and demonstration exams.

21 CAMTC Certification Requirements

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

- Be 18 years of age or older;
- Pay the Certification Fee (Please check CAMTC Fee schedule)
- Submit fingerprints to an authorized agency in California for a Live Scan using only the CAMTC form at Request for Live Scan Service and pass a criminal background check;
- Have all schools you attended for massage training submit original Official Transcripts directly to CAMTC in accordance with CAMTC's Policies and Procedures for Approval of Schools. Your school(s) must send your OFFICIAL SCHOOL TRANSCRIPT(s) directly to CAMTC electronically via email to transcripts@camtc.org. Transcripts must demonstrate that you have successfully completed, at a CAMTC Approved School, curricula in massage and related subjects totaling a minimum of 500 hours, which incorporates appropriate school assessment of student knowledge and skills. Of the 500 hours, a minimum of 100 hours shall be in anatomy and physiology, contraindications, health and hygiene, and business and ethics; and
- Have not violated any of the provisions of the California Massage Therapy Act or any policy, procedure, or regulation of CAMTC.
- Make a good, clean photocopy of the front of your Driver's License or Official State Identification to include with your Application.
- Get your Passport Photo taken.

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

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 at. 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 Capital Mall, Suite 320, Sacramento, CA 95814, www.camtc.org, phone (916) 669-5336, or fax (916) 669-5337.

Policy Review & Revision

School abides by the policies and procedures set forth in its policy documents. Students are expected to familiarize with the school's policies and procedures. Schools shall review all policies and procedures for revision, retention or deletion annually and revise them as often as required to ensure its accuracy and relevance.

20 PROGRAM

Massage Therapy Course (500 hours)

The mission of the course is to educate students to gain knowledge of massage/tuina through learning modern and oriental massage/tuina techniques to become a successful, independent massage therapist. The goal is to help students become a CAMTC certified massage therapist to obtain employment or start their own business where there is demand.

The courses covers all the essentials skills for students to become a successful, independent massage therapist with mastering massage methods and techniques that students learn in the course to treat various illnesses or symptoms.

Method of Instruction and Training Materials

The course theoretical content is delivered through classroom lectures. Technique content is delivered through instructor demonstrations, return demonstration by students and verified or rectified by instructors. Students are expected to give and receive massages/tuina. All instructions including hands-on practice take place at 1305 Franklin St. #220, Oakland, CA 94612. Knowledge evaluation is continuous throughout the course with using tests and hands-on demonstration by students which are related to the presented subject material. Hands-on knowledge is rectified and verified by the instructor during practice and exam. Students are required to complete theory class study before participating hands-on practice of the subject. Instructional materials include anatomy model and chart, massage tables, supplies, tools and etc. Multimedia, and classroom discussion may also take place in the classrooms. Coursework is measured in hours. Student-teacher ratios for hands-on practice is 25:1.

Textbook adepts "Massage Therapists (Beginner, Intermediate, Advanced)", Vocational Skills Appraisal Textbooks, Published and Distributed by China Labor and Social Security Press, Publisher: Zhang, Mengxin, 2004. All CAMTC education requirements are included. Reference text book Trail Guide to The Body 6th Edition by Andrew Biel, Massage Anatomy by Dr. Abby Ellsworth and Peggy Altman.

School is not approved by CAMTC. The education completed at the school cannot be used to satisfy any of the requirements for CAMTC certification as a massage therapist. Students are not eligible to apply or become a CAMTC certified massage therapist. Students, who complete the course, can work as a massage therapist in the state of California where a CAMTC certificate is not required for students who do not have a CAMTC certificates. 39 The United States Department of Labor's Standard Occupational Classification codes for massage therapists is 31-9011. For more information, please visit https://www.bls.gov/oes/current/oes_stru.htm.

Massage Therapy Courses below are offered in 2025 after being approved by CAMTC from Monday to Friday from 8:30 a.m. to 5:00 p.m. except holidays.

Course Schedule (Monday to Friday)

Monday to Friday	Monday to Friday
01/02/2025 to 03/31/2025	04/01/2025 to 06/30/2025
07/01/2025 to 09/30/2025	10/01/2025 to 12/31/2025

Massage Therapy Course (500 hours)

Subject	Requirement	Theory Hours In Class Lecture	Practice Hours In Class Hands-on
Introduction		1	
Anatomy & Physiology	60	60	
Anatomy & Physiology Practice	20		20
Contraindications	35	35	
Health $ Hygiene	20	20	
Health $ Hygiene Practice			1
Business & Ethics	15	15	
Business & Ethics Practice	10		10

Massage/Tuina Theory	?	59	
Massage/Tuina Theory Hands-on	?		279
Total	500	190	310

Course Description

Anatomy & Physiology

As anatomy and physiology are the fundamental theories of a massage therapist, it require massage therapists to possess a thorough understanding of the human body's structure and function, ranging from superficial tissues to the various body systems. The course covers the terminology for various body regions and structures, including skeletal, muscular, articular, nervous, and circulatory systems, as well as the integumentary system. Furthermore, students will explore the relationship between muscles and human movement (kinesiology), mastering the origins, insertions, and functions of individual muscles and muscle groups. The course arranges enough time for palpation practice and experiencing the functional aspects of various body parts, thereby consolidating knowledge of anatomical structures and deepening the understanding of muscle locations and movement mechanics. Additionally, the course emphasizes pathology, detailing the etiology, pathogenesis, pathological changes, and functional alterations associated with specific diseases across various body systems (such as the respiratory, circulatory, digestive, and urinary systems).

Massage/Tuina Contraindications

The course teaches contraindications, massage endangerment areas, the relationship between medications and massage and precautions of massage/tuina therapy during performing massage/tuina.

Health & Hygiene

The course focuses on health and hygiene practices to protection massage therapists and others; it covers methods for preventing disease transmission, relevant standards, protocols, and preventive measures, as well as personal hygiene requirements for massage therapists to effectively control infection during massage.

Business & Ethics

This course outlines the requirements for obtaining and maintaining CAMTC certification. It emphasizes the relationship between ethical standards and professional practice, specifically how to establish a successful, ethical work environment and the business ethics expected of a massage therapist. It highlights the importance of professional ethics in delivering safe, effective, and satisfying services to clients within professional and ethical boundaries. Additionally, the course covers effective communication with clients and other healthcare professionals, as well as service procedures and business management, guiding students in developing effective business plans and service workflows.

Massage/Tuina Therapy Theory and Techniques

The school's massage/Tuina therapy program integrates Western anatomical principles with Traditional Chinese Medicine (TCM) meridian theory to achieving and promote wellness and rehabilitation. The course focuses on diagnosing soft-tissue injuries and mastering specific massage/Tuina techniques to treat various symptoms, such as headaches, dizziness, back pain, frozen shoulder, stiff neck, neck pain, joint pain, insomnia, colds, coughs, and common fatigues. Additionally, students will learn modern massage techniques, including oil massage, hot stone massage, deep tissue massage, and foot reflexology. Our instructors are massage/Tuina therapists who possess extensive training and clinical experience in treating a wide range of symptoms and patients.

Tuition and Refund Policy

3 Below lists the total charges of the course of current period. Students should obtain the latest copy of the school catalog for current class schedule and fees.

Admission Payment Information 23

Item	Massage Therapy Course
Registration Fee (non-refundable)	$200.00
Tuition	$7000.00
Textbook (non-refundable)	$50.00
STRF (non-refundable)	$0.00
TOTAL AMOUNT	$7250.00

Note: BPPE does not collect STRF (Student Tuition Recovery Fund) assessment fee since April 2024. The purpose and operation of STRF information can be found in STRF section below. School does not collect fees for equipment, lab supplies or kits, uniforms or other clothing, in-resident housing, tutoring, assessment fees for transfer of credit and any other institutional charge fee nor collect any money or charges from students for transmittal on the student's behalf to a third party, i.e. library usage, license fee, examinations fee etc..

Tuition and fees are required to be paid on or before the first day of class at school office at 1305 Franklin St, #220, Oakland, CA 94612, (408) 775-6199. Last date to withdraw from Massage Therapy course is _____

25 Tuition Refund Policy

Students have right to withdraw from a course of instruction at any time. If a notice of cancellation is made through attendance at the first class or the seventh day after enrollment whichever is later, school will return a full refund. If a notice of cancellation is submitted after the seventh day of enrollment, the school will remit a refund less the registration fee of $200 within 30 days following student's withdrawal. A cancellation will occur when the student gives a written notice of cancellation to a school official. Pro-rated of refund will be calculated starting from the day after receiving the student's withdrawal/refund request. The student is eligible for a pro-rated refund if a student complete 60% or less of the course. No refund is issued for completion of 60% of a course. Textbook fee is not refundable. Please keep a copy of submission of refund request as your proof.

Refund calculation Example: if a student completes 20 days of 50 days of the course and is unable to complete the rest of 30 days of the course and paid $7000.00 tuition. The student is entitled to a refund of $4200.00. Calculation is as below:

$7000.00(total tuition paid) / 50 (total class days) x 30 (days not attend) = $4200.00 (refund amount)

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

- You delivered a written withdrawal notice to a school official.
- You failed to attend classes for an accumulation of five (5) days without notifying the school. The date of withdrawal shall be deemed to be the last date of recorded attendance date.
- School terminates your enrollment.

Late Payment

Accounts with past due balances are subject to late payment fees of up to 10% of the tuition. Students are provided with a grace period following the payment deadline before being dropped from the course. Students who have not made satisfactory payment arrangements by the end of the grace period will be dropped from their course, and have a hold placed on their account. This hold will prevent students from accessing services such as ordering or getting official or unofficial transcript, and receiving school certificate. Once the payment issue is resolved, the hold(s) will be removed from the student's account and the student is allowed to attend classes.

28 Student Loan

If a student obtains a loan to pay for an educational program, the student have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur.

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

24 Student Tuition Recovery Fund (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by a student in an educational program at a qualifying institution, who is or was California residents 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 no 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.

It is the student's right and responsibilities with respect to the Student Tuition Recovery Fund. It is a state requirement that a student who pays his or her tuition is required to pay a state-imposed assessment for the Student Tuition Recovery Fund.

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.

Keep a Copy of Your Agreement. 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 of Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818. www.bppe.ca.gov, Telephone and Fax #'s (888) 370-7589, (916) 431-6959, or by fax (916) 263-1897.

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 education 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 reimbursed 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.

9 As a prospective student, students 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. 3 Students should pick up the latest school catalog and pertain documents from the school office at 1305 Franklin St #220, Oakland, CA 94612.

13 Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818. www.bppe.ca.gov, Telephone and Fax #'s (888) 370-7589, (916) 431-6959, or by 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 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

Items 16, 22, 40 is not applicable in school catalog