



Sebastopol Massage Center

500 Hour Massage Therapist Training Program

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

Phone: (707) 823-3550 Fax (949) 606-0497

BPPE Code: 4900941

School Course Catalog Effective From: January 1, 2017- December 31, 2018

Website: www.sebastopolmassage.com

APPROVAL DISCLOSURE STATEMENT

The Sebastopol Massage Center, 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. 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 DESCRIPTION:

Massage Therapist: 500 Clock Hours.

The Sebastopol Massage Center 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 insures 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 skillsets. All instruction is provided in English.

This institutions 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

CLASS DESCRIPTION	HOURS	COST
Core Curriculum / Swedish Massage	100	\$1,250
Anatomy/Physiology	100	\$1,250
Deep Tissue	100	\$1,250
Spa Services	100	\$1,250
Sports / Mechanics/ Stretch	50	\$ 625
Business: Essentials, Professional, Health and Ethics	50	\$ 625
Total	500	\$6,250

Estimate of total Charges and the total charges of the period of attendance is: \$6,500

COURSE OUTLINE

Core Curriculum/ Swedish massage (100 clock hours):

Students will learn the history, theory, principles and techniques of Western (Swedish) Massage and session protocols for administering 60-90 minute massage sessions. Class focuses on introduction to anatomy, Swedish massage techniques, proper body mechanics. Students will gain hands on experience providing massage sessions confidently in spa settings.

Anatomy/ Physiology (100 clock hours):

This course introduces students to anatomy, physiology, and kinesiology. This course teaching student about the anatomy and physiology so that students can develop session strategies for their clients. Student will have a strong foundation of the human body that they can continue to use as reference points as they continue with their education.

Deep Tissue (100 clock hours):

Deep tissue massage is the use of different massage styles 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.

Spa Services (100 clock hours):

This course will focus on key modalities and services that massage therapists will need to learn and master to work in a spa setting. These services include: Hot stone massage, Prenatal Massage, Reflexology, Aromatherapy, towel service and scrubs. This course will also focus on maintaining a long career in massage. As such, the student will learn about health and hygiene, injury prevention, self-body care techniques, exercise and stretches, and proper body mechanics.

Sports Massage/ Mechanics/Stretch (50 clock hours)

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.

Business: Business, Professional, Essentials, Health and Ethics: (50 clock hours)

This course focuses on the business element of the career of the massage therapist. Students will be taught the responsibilities of the therapist, how to succeed in the career, and the moral and ethical responsibilities of the profession. Students are taught the importance of obtaining and maintaining credentials, adhering to laws and regulations, ethical principles, standards of ethical practice, National massage testing, and compliance with the Massage Therapy Act applicable to CAMTC certified professionals. Discussions on the business element in terms of licensure, building clients, and guides with national certification tests. Student will leave this class with a practical understand of the skills required to work in a professional spa environment.

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 12th grade level as documented by a high school diploma, GED, or greater equivalent, as all teaching materials are in English only.
- The Sebastopol Massage Center 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.
- Sebastopol Massage Center reserves the right to refuse or cancel admission for any unethical or unsafe conduct or medical impairment compromising the learning environment for the applicant and other classmates.

TRANSFER OF CREDITS POLICY

Sebastopol Massage Center has not entered into any articulation or transfer agreements with any other institutions, colleges or universities.

Credit may be given for Anatomy and Physiology 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. Sebastopol Massage Center 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 Sebastopol Massage Center, 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 Sebastopol Massage Center, 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 Sebastopol Massage Center 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 11 years currently owning and operating 6 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 12 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: Eric Hua.

Qualifications: Mr. Hua attended the University of California at Santa Barbara. He has a 11-year background in the spa 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 6 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.

Operations Manager: Amber Cisneros

Qualifications: Ms. Cisneros has been in the health and wellness and spa industry for over 4 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 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 falls right in line with her background in business management and customer service.

Massage Instructor: Sheri Lesser

Qualifications: Mrs. Lesser attended the University of La Verne. She has a BA in child development. She has 16 years of teaching experience in the Glendale and Baldwin Park Unified School Districts. She also attended Bryman College and completed a 720 hour massage therapist program. She has been a successful practicing massage therapist for the last 14 years working in various spa settings, chiropractic offices, and as a private practitioner. She was a massage therapy teacher at Everest College for 1 year.

Massage Instructor: Charlotte Atlas

Qualifications: Ms. Atlas attended Golden West College and completed a 500 hour massage program. She has

worked in chiropractic offices, rehabilitation centers and in spa settings. She is a highly experienced and successful massage therapist and has been a practicing massage therapist since 2010. She currently works at Massage Envy spa where she has completed over 7,500 hours of massage service. Ms. Atlas is a certified yoga instructor as is currently enrolled at Orange County Coast College.

Massage Instructor: Isai Galvez

Qualifications: Mr. Galvez attended Golden West College and Bryman College where he completed a 1000 hour massage therapy program. He has worked in chiropractic offices and in the spa industry since 2010. Mr. Galvez is a highly experienced and successful massage therapist. Currently at his job at Massage Envy Spa, he has performed over 7,500 hours of massage therapy on his clients. Mr. Galvez is bilingual and speaks both English and Spanish fluently.

PHYSICAL SETTING/ FACILITY DESCRIPTION

The Sebastopol Massage Center 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 with commercial grade hydraulic massage tables for better body mechanics for its students. The school is equipped with computer work stations 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

Sebastopol Massage Center provides folding/ portable massage tables, hot stones, 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/ library 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 text books, 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.

FINANCIAL AID

Sebastopol Massage Center 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. Sebastopol Massage Center can facilitate job placement with our regional spa partners and spas and shall provide every reasonable effort to assist students in finding employment but Sebastopol Massage Center does not guarantee employment. Sebastopol Massage Center 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 work must be arranged with the instructor. A leave of absence may be arranged if necessary. 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 – Sebastopol Massage Center wishes to project a comfortable, modest and professional image.
- 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 Sebastopol Massage Center, 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 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 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 1st class session or the 7th 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.

If you fail to return this equipment, including books, or other materials in good condition within the 7-day period, the school may deduct its documented cost for the equipment from any refund that may be due you. Once you pay for the equipment, it is yours to keep without further obligation. Cancellations and refunds will be paid in full within 30 days less any deduction for equipment not timely returned in good condition. Sebastopol Massage Center does not currently participate in a federal loan programs.

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 1st day of instruction. 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.

$$\begin{array}{rcl}
 \$300 & & 60 \text{ clock hours of instruction} \\
 \text{Amount paid for} & \times & \text{Paid for, but not received} \\
 \text{instruction} & & \underline{\hspace{2cm}} & = & \$200.00 \text{ refund amount} \\
 & & 90 \text{ clock hours for which the} \\
 & & \text{student has paid.}
 \end{array}$$

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, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [\(916\) 431-6959](tel:9164316959) or (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the

Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

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

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

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

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

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) Sebastopol Massage Center 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: 2535 Capitol Oaks Dr. #400, Sacramento, CA 95833, 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.

(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. Prospective enrollees must check local requirements to determine if training at this institution will be applicable to their needs.