

Heavenly Touch Learning Center



Massage Therapy Class Catalog
January 1, 2012 - December 31, 2012

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INSTRUCTORS

Connie Stewart, CMT

Connie is the owner and director of Heavenly Touch. She received her certification in massage therapy from Heavenly Touch in 2005. She specializes in Swedish massage and has also been trained in Deep Tissue, Pre-Natal, Reiki, and Chair Massage. She has her Bachelor of Arts Degree in Liberal Studies from Fresno Pacific University.

John Wheeler

John has been a massage therapist since 2010. He received his training here at Heavenly Touch. He has an AS degree in Clinical Medical Assisting from SJVC. He was an intern at All Sports Physical Therapy. He has started his training in Medical Massage Therapy through Health Matters. He has studied martial arts for 29 years and is currently an instructor for Kung-Fu San Soo in Hanford. He specializes in Deep Tissue, Tui Na: Accu Pressure, Trigger Point, Myofascial Release, Myoskeletal. He is also trained in Prenatal Massage, Chair Massage, and Swedish Massage.

Each instructor maintains their knowledge by completing continuing education courses annually in their subject area, classroom management or other courses related to teaching.

DISCLOSURE STATEMENT

Heavenly Touch Learning Center, located at 709 N. Irwin Street, Hanford, California, is approved by the State of California, and is a private institution. Approval means compliance with minimum state standards and does not imply any endorsement or recommendation by the state or by the Bureau for Private Postsecondary Education. 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 web site www.bppe.ca.gov.

Instructions are in residence with facility occupancy level accommodating up to 12 students at any one time.

California statute requires that a student who successfully completes a course of study be awarded an appropriate certificate verifying the fact.

Prospective students are encouraged to visit the physical facility of the school by appointment and to discuss personal, educational, and occupational plans with school director prior to signing an enrollment agreement. Prospective students are also 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. This school does not have a general student brochure or a program specific brochure.

This school currently does not have sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees.

Student Grievance Policy

Persons seeking to resolve problems or complaints should first contact the school director, Connie Stewart. Any questions that 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, www.bppe.ca.gov, toll free telephone number (888)370-7589 or by fax (916)263-1897.

All information in the content of this school catalog is current and correct and is so certified as true by Connie Stewart.

All information in this catalog is updated annually.

CONNIE STEWART
DIRECTOR

COURSE OUTLINE

Up to 4 massage courses are offered each year, consisting of 250-500 hours, broken down as follows:

- Business Ethics, Health & Hygiene, Contraindications, Anatomy & Physiology 100
- On campus supervised clinical massage practicum 150
 - Total Hours 250

A course outline will be provided on the first day of class.

Date: _____

Fees:

- Non-refundable registration \$ 100.00
- Tuition..... 3767.50
- Textbooks..... 100.00
- Oil Holster & bottle w/ pump 20.00
- STRF Fee (non-refundable) 12.50
 - Total Amount \$4,000.00

Schedule:

Class meets Tuesday – Saturday

Upon completion of the 250 hour course and payment in full, students are required by the state of California to apply for CAMTC Certification. Details are available from the school director, Connie Stewart, or from the California Massage Therapy Council: One Capitol Mall Suite 320, Sacramento, CA 95814, (916)669-5336, www.camtc.org.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT THIS INSTITUTION

The transferability of credits that you earn at Heavenly Touch is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate that you earn in Massage Therapy is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at Heavenly Touch is 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 Heavenly Touch will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Heavenly Touch to determine if your certificate will transfer.

ENROLLMENT

Prerequisites

A student must be at least 18 years of age by the date of the first class session, with a high school diploma or GED. Students must be in good health and have no criminal convictions. Students are required to file a completed application and be interviewed.

Students may enroll up to the first date of a class session, depending on space availability and acceptance by the school's director. The interviewing process is scheduled prior to the beginning of a class session. Each student is accepted only if, in the school staff's opinion, the student has the probability of success in the chosen class. Due to the intensive format of the class, extreme variation in applicants' previous background, and the necessary physical proximity of the students, acceptance is not guaranteed until all applications are reviewed by the school staff. At the time of the interview, a student will submit a \$100.00 non-refundable registration fee along with a completed enrollment form to reserve a space in the class.

Courses of Massage

California State regulation does not recognize or permit courses of massage involving correspondence (through the mail) instruction. Additionally, no more than 50% (150 hours) of the total (300 hours) of the massage certification class may be allowed for previous equivalent education or training and only at the discretion of the director of the school. Credit will be allowed only with presentation of documentation of previous training. This information will be in the student's permanent record and the length of the massage course will be adjusted proportionately. This learning center has not entered into an articulation or transfer agreement with any other college or university.

Physical Facilities

Heavenly Touch Learning Center utilizes approximately 1,850 square feet in a professional complex with ample off street parking. The school makes use of a fully carpeted building with 4 massage therapy rooms, 2 bathrooms, a shower, steam room, and classroom. The school has a medical library, a selection of books and articles on massage, anatomical charts and models, as well as audio visual library and equipment. Students may check out any of the library materials by notifying the instructor, or director, in writing, of the date of the checkout, and the item that is being checked out. This institution, the facilities it occupies, and the equipment it utilizes, fully comply with any and all federal, state, and local ordinances and regulations, including fire, safety, and health requirements. This institution has no responsibility to find or assist a student in finding housing.

ATTENDANCE REQUIREMENTS

Attendance is required and recorded. Students are expected to attend classes as scheduled. No student may miss more than 10 hours. Greater than 5 lecture hours absence must be made up by attending future classes, at no charge, on a space available basis, or by individual tutoring for an additional cost. Make up class work must be arranged by the student with an individual instructor.

Supervised Clinical Massage Work

Massage is given on the school premises to the general public as part of the student's clinical practicum hours requirement. The students will not be and cannot be paid for this service. A nominal administrative fee will be charged to the clients.

Absence

Absence will be considered as excused under the following circumstances; illness, death or birth in the immediate family, and other valid reasons substantiated in writing, and at the discretion of the school director. All other absences will be considered as unexcused.

Tardiness

Tardiness is disruptive to a good learning environment and is discouraged. Tardiness without a legitimate reason on 3 occasions will be considered as 1 unexcused absence.

A student with 3 unexcused absences in any class may receive written notification of academic probation for a period of 1 week. Any unexcused absences during the probationary period will be cause for interruption or dismissal of the student from the training program.

Leave of Absence

Written requests for leaves of absence will be considered and such leaves may be granted to students at the discretion of the school director.

TUTORING

Tutors may be made available at \$30.00 per hour for an individual or a group of students, with student costs shared, to make up absent hours.

RECORD RETENTION

Students are notified state law requires that this educational institution maintain school and student records for an indefinite period. Since massage laws change and vary from state to state, students are advised to keep up to date records on all classes attended including classes after certification.

GRADING AND CONDUCT

The school's grading system is as follows: Pass - 75% or greater. Fail - 74% or below.

Students will be quizzed on theoretical information weekly. Practical application grading is based on demonstration of skills during class hours with on-going instructor evaluations. At midterm there will be a 1 hour practical exam applying learned massage techniques to the body. At the end of the course, a 1 hour full body practical exam will be administered. Students must achieve 75% or greater in both theoretical and practical sessions in order to pass the course.

The document issued upon satisfactory completion of the course is a certificate. This certificate will not be issued until tuition is paid in full, all library books and materials are returned and attendance requirements have been fulfilled.

Student Conduct Policy

At the discretion of the school administration, a student may be dismissed from school for an intoxicated or drugged state, possession of drugs or alcohol on school premises, behavior creating a safety hazard to other persons at the school, disruptive behavior that interferes with the learning process of the other students, any behavior that does not conform to rules and regulations of the school, excessive absences or tardiness.

Conditions for re-enrollment

Re-enrollment or re-entrance will be approved only after evidence is shown to the director's satisfaction that the conditions which caused the dismissal have been rectified. Students are dismissed as per the Student Conduct Policy, and then re-enrolled if all conditions of the Conditions for Re-enrollment are met.

PLACEMENT ASSISTANCE

Heavenly Touch Learning Center does not provide any formal placement service. Placement assistance may be provided through the school's informal network with employers and we gladly recommend students who have demonstrated their proficiency. However, it is understood that the school cannot promise or guarantee employment to any student or graduate, as the massage certification class offered herein is avocational in nature.

TUITION PAYMENTS

Tuition payments can be made with cash, Mastercard, Visa, or personal checks. Students making tuition payments with personal checks of insufficient funds will be charged \$25.00 and will be required to pay the balance due in cash, credit card, or cashiers check.

NOTICE OF CANCELLATION

Date of first day of class _____

You may cancel your contract with the school without penalty or obligation, through attendance at the first class session, or the seventh day after enrollment, whichever is later.

If you cancel, any payment that you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

If the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30 day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

In order to cancel your contract with the school, you must hand deliver a signed and dated copy of this cancellation notice, or any other written notice to:

Heavenly Touch Learning Center
709 N. Irwin Street
Hanford, CA 93230
559 584 9234

I cancel my contract with Heavenly Touch Learning Center.

Date: _____

Student Signature: _____

If you have any complaints, questions, or problems that you cannot work out with the school, please contact the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, (888)370-7589, fax (916)263-1897.

STATE OF CALIFORNIA STUDENT TUITION RECOVERY FUND

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following apply to you:

1. 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 either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident or are not enrolled in a residency program, or
2. Your total charges are paid by a third party such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the STRF to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number. If a student needs to file a claim against the STRF, they may obtain a claim form from the website of the BPPE. www.bppe.ca.gov.

STUDENT ENROLLMENT AGREEMENT
 Heavenly Touch Learning Center
 709 North Irwin Street, Hanford, Ca 93230

Student Name _____ Date _____

Course Title _____ Total hours to be completed _____

Start Date _____ Completion Date _____

Upon successful completion of the course, you will receive a Certificate.

Registration Fee (non-refundable)	\$ 100.00
Tuition	3767.50
Textbooks	100.00
Oil holster w/ bottle & pump	20.00
STRF (non-refundable)	12.50

<u>TOTAL CHARGES</u>	<u>\$4000.00</u>
<u>TOTAL DUE AT ENROLLMENT</u>	<u>\$ 100.00</u>

IF YOU OBTAIN A LOAN TO PAY FOR AN EDUCATIONAL PROGRAM, YOU ARE RESPONSIBLE TO REPAY THE FULL AMOUNT OF THE LOAN PLUS INTEREST, LESS THE AMOUNT OF ANY REFUND.

Prior to signing this enrollment agreement, you must be given a catalog or brochure and School Performance Fact sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing this agreement.

_____ I certify that I have received the catalog, School Performance Fact sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact sheet.

I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the Institution's cancellation and refund policies have been clearly explained to me. Enrollment Agreement is legally binding when signed by the student and accepted by the institution.

 Signature of student Date

 Signature and title of school official Date

Any questions that a student may have regarding this enrollment agreement 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, www.bppe.ca.gov, (888)370-7589, fax (916)263-1897.

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 web site www.bppe.ca.gov.

STUDENT'S RIGHT TO CANCEL REFUND PROVISIONS

CANCELLATION OF AGREEMENT

You may cancel your contract with the school without penalty or obligation, through attendance at the first class session, or the seventh day after enrollment, whichever is later.

That date will be: _____

Cancellation shall occur as described in the Notice of Cancellation form. You can either mail or hand deliver this Notice of Cancellation.

If the school has given you any equipment, including books or other materials, you shall return them to the school within 30 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 30 day period, the school may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.

If you cancel this Agreement, the school will refund any money that you paid, less any deduction for equipment not returned in a timely manner and in good condition, within 30 days after your Notice of Cancellation is received, and less the \$100 registration fee and the \$12.50 STRF assessment.

WITHDRAWAL FROM THE COURSE

You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation of this Agreement, which is on the first day of class that you attend, the school will remit a refund less the registration fee of \$100.00 within 30 days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned equipment. The institutional refund policy for students who have completed 60% or less of the course of instruction shall be a pro rata refund. For example; if tuition is \$4,500.00, which has been paid in full, and the student has completed 180 hours of the 300 hour program, he/she will be entitled to a refund of \$1,800.00. No refund is made after completion of 60% of the course.

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

You notify the school of your withdrawal or the actual date of withdrawal by completing the Notice of Cancellation.

The school terminates your enrollment.

You fail to attend classes for a 3 week period. In this case the date of withdrawal shall be deemed to be the last date of recorded attendance.

You fail to submit 3 consecutive lessons within 60 days of its due date.

If any portion of your tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or to the agency that guaranteed the loan, if any. Any remaining amount of refund will first be used to repay any student financial aid programs from which you received benefits, in proportion to the amount of the benefits received. Any remaining amount will be paid to you.