April 2012 – December 2013

Catalog

HANS ACADEMY OF MASSAGE

www.hanscareercollege.com

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GENERAL INFORMATION

Approval Disclosure Statement

Hans Academy of Massage is a private Institution and it is approved to operate by the Bureau for Private Postsecondary Education.

"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."

Diploma / Completion Certificate

Massage Technician	**300**	**20.00**
Massage Therapist	**500**	**33.33**

Instruction is in residence with a facility occupancy level that will accommodate 50 students. California statue requires that a student, who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying the fact. **Hans Academy of Massage** awards its graduates a diploma as an acknowledgement of their accomplishment and graduation from **Hans Academy of Massage.**

Prospective students are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. **Hans Academy of Massage** currently does not have assistance programs to provide the student the opportunity to finance their tuition and fees.

Persons seeking to resolve problems or complaints should first contact the instructor in charge.
Requests for further action may be made to the Director, Chris Smith.
Unresolved complaints may be directed to the Bureau for Private Postsecondary Education,
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833.
Tel (916) 431-6950, Fax (916) 263-1897.
Toll Free (888) 370-7589.

"A Student or any member of the public may file a complaint about this institution with The Bureau for Private Postsecondary Education by calling. Toll Free (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's internet Web Site www.bppe.ca.gov

"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. www.bppe.ca.gov Tel (916) 431-6959, Fax (916) 263-1897.

Administration & Staff

Executive Director	Tae Kim
Associate Director	Sun Han
Student Advisor/Admissions	John Davis

Faculty

Massage Business , Ethics & Acupressure	Chris Smith
Anatomy, Physiology, Kinesiology & Pathology	Sam Rose
Massage Applications & Techniques	Kong Klunt

Institution Mission, Purpose and Objectives

Hans Academy of Massage mission is within the educational objectives to equip each student with a basic working knowledge of skills required by companies and agencies within and related to the field of massage techniques and to guide the student to achieve the full potential of the therapeutic power of touch.

Goals and Objectives:

Hans Academy of Massage graduates will be able to perform specific duties immediately upon employment. The student will be prepared to provide the hands on experience that brings confidence with a scientific and technical understanding of massage. The student will develop sensitivity to clients needs, with massage that is compassionate and nurturing. These qualities are developed with our training. We foster an attitude in the massage therapist of compassion and non-judgment.

The school was founded in the greater Los Angeles area to serve the massage training programs November, 1997. We researched and discovered a need for training in this field.

Semester Credit Hour Measure

A Semester Credit Hour (Unit) equals one or any combination of 15 hours of lecture/theory equals 1 semester unit, 30 hours of laboratory/demonstration equals 1 semester unit and 45 hours clinical/externship/ work based activity equals 1 semester unit. A clock hour is defined as "A period of sixty (60) minutes with a minimum of fifty (50) minutes of instruction and ten (10) minutes allowed for student break. This formula complies with the Federal 34 CFR.

Academic Year Definition

The academic year for programs less than 24 semester hours is 32 weeks.

The academic year for programs with at least 24 semester credit hours is 36 weeks (48 if beyond 2 semesters).

Transfer of Credit Policy

"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION."

The transferability of credits you earn at **Hans Academy of Massage** is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in **Hans Academy of Massage** is also at the complete discretion of the institution to which you may seek to transfer.

If the certificate or diploma that you earn at **Hans Academy or Massage** are accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at the 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 **Hans Academy of Massage** to determine if your credits or certificate or diploma will transfer.

IF A STUDENT OBTAINS A LOAN TO PAY FOR AN EDUCATIONAL PROGRAM, THE STUDENT WILL HAVE THE RESPONSIBILITY OF REPAY THE FULL AMOUNT OF THE LOAN PLUS INTEREST, LESS THE AMOUNT OF ANY REFUND, AND THAT, IF THE STUDENT HAS RECEIVED FEDERAL STUDENT.

FINANANCIAL AID FUNDS, THE STUDENT IS ENTITLED TO A REFUND OF THE ONEYS NOT PAID FROM FEDERAL STUDENT FINANCIAL AID PROGRAM FUNDS.

THIS INSTITUTION DOES NOT HAVE A PENDING PETITION IN BANKRUPTCY, OR OPERATING AS A DEBTOR IN POSSESSION, AND HAS NOT FILED A PETITION WITHIN THE PREDEDING FIVE YEARS, OR HAS HAD A PETITION IN BANKRUPTCY FILED AGAINST IT WITHIN THE RECEDING FIVE YEARS THAT RESULTED IN REORGANIZATION UNDER CHAPTER 11 OF THE UNITES STATES BANKRUPTCY CODE. (11U.S.C. SEC 1101 ET SEQ)

THE INSTITUTION DOES NOT OFFER CORMITORY / HOUSING FACILITIES OR HAVE ACCESS UNDER ITS CONTROL. THE AVAILABILITY OR HOUSING LOCATED REASONABLY NEAR THE INSTITUTION IS THE RESPONSIBILITY OF THE STUDENT TO SEEK OUT AND OBTAIN. NO FACILITIES ARE RECCOMMENDED OR SPONSORED BY THIS INSTITUTE. THIS INSTITUTE DOES NOT OFFER AN APPROXIMATE COST OR RANGE OF COST FOR ANY HOUSING. THIS WILL BE THE RESPONSIBILITY OF EACH STUDENT ON THEIR OWN.

POLICIES AND INFORMATION

History of the School

Hans Academy of Massage was founded in 1997 in Los Angeles, California for the purpose of offering Diploma/ Certification program in a Massage Therapist Program.

In June 2000, **Hans Academy of Massage** was approved to offer a Massage Technician program from the Bureau for Private Postsecondary and Vocational Education.

Physical Description of School

Hans Academy of Massage occupies approximately 1,500 Sqft in a traditional campus facility located at 1930 Wilshire Blvd. #302. Los Angeles, CA 90057.

Facilities include: Audio/Visual equipment, Computers, Lecture and Practice classes. Student reference Library with Texts and Manuals, Computers equipped with internet and internet library. Student Lounge and other equipment aids frequently used in this industry. The occupancy level of the facility is 60 students at any one time.

Admissions Policy

Applicants must be 18 years of age, and at a minimum, possess a high school diploma or its equivalency (GED). Prospective students should contact Hans Academy of Massage to set up an appointment with an Admissions Representative to receive information about the school, its curriculum, and admission policies. The representative will give a tour of the campus, provide detailed information of the institution's programs and policies, discuss the applicant's qualifications and assist him/her in determining the best way to meet his/her career objectives.

This institutions policy regarding the acceptance of credits earned at other institutions or through challenge examinations and achievements test.

This institute will evaluate transcripts for credit related to the actual course within a 5 years period from date of earned credits. This process will evaluate your earned credits within the last five years as equal to the subject matter offered in your program.

This institute will offer a test for the student with prior experiential learning, that will evaluate the ability of the student equal to the current training offered. Although this institution will encourage the student to participate in the total course offered, as it benefits the student and the class, the student may be offered the credit for a portion, not to exceed 16 total hours of experiential learning. The final decision will be that of the School Director. There is no charge for this evaluation to the student, if accepted transcript credits, the student may be credited the cost of the accepted credit for prior education/ experiential learning no to exceed the maximum of 16 hours. Each student will be evaluated by the School Director.

Admissions Procedures

As part of the admission procedure, applicants must:

- Complete and submit an application form.
- Submit an original high school diploma or GED.
- Attend a New Student orientation.
- Complete, sign and submit an Enrollment Agreement.
- Sign documents acknowledging receipt of disclosure forms.
- Pay a Registration Fee of $100.00 (Non- Refundable)

Ability to Benefit

All applicants for admission to the school must be administered a test that is designed to reliably measure their ability to be successfully trained to perform the tasks associated with the program of instruction.

The Institute has not entered into an articulation or transfer agreement with any other College or University.

Withdrawal / Dropout Policy& Procedure

Students who wish to withdraw from their training program should contact the School Director. All students who withdraw of dropout (failed to attend classes for a three-week period without prior arrangement) are required to meet with the Business Office. Regardless of the circumstances of withdrawal or the date of notification to the school, the official withdrawal date is the last date a student attended classes. Both refunds and final grade determinations are based upon last date of class attendance.

Re-Enrollment

Any student who wishes to re-enroll in the same program should first submit a letter to the School Director explaining the reason for initial withdrawal and reasons to re-enroll. Any student who re-enrolls must sign a new enrollment agreement at the prevailing tuition. This procedure is for a "Seven Day Cancellation" as well as program cancellations or terminations. All outstanding balance due to program cancellations/terminations must be paid in full.

Any credit given for prior training will be determined on a case-by-case basis by the school Director. School payments received will be credited to the applicable program. The remaining credit balances will be transferred to the new program. The school at its sole discretion will determine the student's re-enrollment. A change from one program to another is not considered re-enrolled additional information on course change can be found in this catalog under Changes in Program. Based on each individual's financial assistance packaging, it is important that all financial obligations are discussed prior to re-enrolling.

THE MODULE CALENDAR IS USED, WITH OPEN-ENTRY OPEN-EXIT ENROLLMENT. CLASSES START EVERY MONDAY (AT MODULE STARTS).

Observes the Following Holidays (2012)

• New Year's Day	January 1
• Martin Luther King's Day	January 17
• President's Day	February 21
• Memorial Day	May 30
• Independence Day	July 4
• Labor Day	September 5
• Veterans Day	November 11
• Thanksgiving Day	November 24
• Day after Thanksgiving	November 25
• Christmas Day	December 25
• Summer Break	1 Week (will be announced 2 Weeks prior)

Students will be on Winter Break beginning Monday, December 17, 2012 thru Friday, January 1,2013. Classes resume on Wednesday, January 5, 2013. Hans Academy of Massage reserves the right to modify this schedule with reasonable advance notice to students.

Statement of Non-Discrimination

Hans Academy of Massage does not deny admission or discriminate against students currently enrolled on the basis of Race, Color, Religion, Sex, Age, Handicap, Financial Status, Area of Origin, Residence, Sexual Orientation, from participation in any of the school's activities. **Hans Academy of Massage** will reasonably accommodate applicants and students with disabilities to the required by applicable law.

STUDENT SERVICES

Student Parking

Student parking is available. **Hans Academy of Massage** is not responsible for parking violations, property theft, Property Damage.

Advising

The staff of **Hans Academy of Massage** makes every effort to maintain close communication with its students. Students have access to faculty and administrative staff for vocational and academic advising. Students experiencing personal problems, which require professional counseling and is requested by the student, will be referred to the appropriate agencies.

Refresher Training

Graduates who desire refresher training may be admitted to retake a desired module within 1 year of graduation. The charge for such training is prorated to the total tuition of the program. Admittance is based on space availability.

Han Academy of Massage is committed to providing the student with a variety of learning experiences both in the classroom and for study purposes.

Placement Services

Upon completion of a program, students are encouraged to take a seminar on how to obtain employment. (offered through the placement office). This seminar is critical as it includes such topics as proper grooming, resume writing, successful interviewing techniques, mock interviews, and completing employment applications.

Hans Academy of Massage Placement Assistance office provides direct assistance as students near their completion date and beyond graduation. Delays in course completion may result in delaying employment applications.

"HANS ACADEMY OF MASSAGE CANNOT AND DOES NO GUARANTEE EMPLOYMENT".

Disclosure and Retention of Education Records

Students have the right to inspect, review, and challenge information contained in their education records.

Education records are defined as files, materials, and documents, which contain information directly, related to the student and are maintained by the Institution.
Written consent is required before education records may be disclosed to third parties with the exception of regulatory education agencies.

Student's wishing to review their file must make an appointment with the student service office. All appointments must be made during regular business hours.

At no time may the student and or parent remove, destroy and or damage any documents contents in the file.

Student records are to be kept for up to 5 years, Transcripts will be available for students permanently. Students must submit a written request to the school for an official copy of the transcript.

Tuition Assistance

At the present time, **Hans Academy of Massage** does not participate in federal and state financial aid programs.

Library

Student Reference Library with reference texts and manuals, computers equipped with internet and internet library

Student Lounge

The student lounge is available for the convenience of all students.

ATTENDANCE POLICIES

Attendance

A sign-in sheet will be provided by the instructor of every course on a daily basis. It is the student's responsibility to sign the sheet daily. Specific hours of attendance are part of graduation requirements. Failure to meet the required hours of training will result in denial of graduation status.

Students are expected to be on time to class every day. When students must be absent from class, they call the school prior to the start of class, nothing the class they are in, an explanation of why they will not be in class that day, and when can we expect their return. Recurring absences could result in disciplinary action, including dismissal.

Students must maintain a 70% attendance record or better to maintain "Satisfactory Attendance Progress". Unsatisfactory attendance may lead to Probation status. Excused absences are not automatic; your instructor monitors and provides all attendance to the Student Services Office.

Make-up Time / Work Accountability

Make-up hours, assignments and/or tests are available and encouraged. Make-up time/work must schedule with your instructor to assure proper credit. Students must make up time/work for proper credit towards graduation. Make-up classroom time must be completed on the school premises or at externship. Make-up assignments and/or test will be given for those who need to make up for academic grade/semester credit hours. Any test that is not taken during the scheduled test time will be automatically dropped one full grade. All Make-up hours must be accounted for and signed on a missed day Make-up sheet also signed by the Instructor.

Leave of Absence Policy

If a "Leave of Absence" is required, a student must submit in writing to the Director, the basis of the request, expected return date and the initial date of request with the student's signature. This does not automatically reflect the school's approval. A Leave of Absence may be limited to a specified amount of days (NOT TO EXCEED 30 DAYS).
Only one Leave of Absence will be granted for a student during any 12-month enrollment period. If the student's leave of absence is NOT approved, the student will be considered to have withdrawn from the school.

If the Leave of Absence is approved, the student may return prior to or at the end of the Leave of Absence and resume training without paying additional tuition. Students requesting Leave of Absences must understand that upon return, a revised course completion date will be established, which will delay their graduation date.

Suspension and Dismissal

Hans Academy of Massage reserves the right to suspend or dismiss any student whose attendance, professional conduct, or academic performance which does not meet the school's standards and/or who

fails to abide by the rules and regulations. Any student who has been suspended or dismissed may appeal the action by following the student appeal procedures outlined in this catalog.

Satisfactory Academic Progress Policy

In addition to completion of time frames, to be making satisfactory academic progress, each student must maintain a cumulative minimum grade point average of "C" or "better". For determining satisfactory progress, a progress report is given to the student at the end of each module or course. A student achieving a cumulative grade point average below a grade of "C" at the time of evaluation will be place on academic probation. The Academic Probation will be removed upon the successful completion of the deficiencies that lead to it. Any student dismissed for failure to meet the academic requirements of the institution, may appeal the dismissal by following the student appeals procedure outlined in this catalog.

Grading Format

A	Excellent	90-100%
B	Good	80-89%
C	Satisfactory	70-79%
P/F	Pass/Fail	Credit/No Credit Assigned
D	Poor	65-69%
F	Failing	00-64%
I	Incomplete	00%
W	Withdrawal from Module	No Grade Assigned

If a student withdraws from a course before the completion of a module, the student will receive a "W" for that module. If the student returns to school, all course work graded "I" (Incomplete) may be successfully completed within a 30-Day period or training may be interrupted. If the student returns to school, all course work graded "W" should be completed. Any Incomplete and Withdrawal will be counted as a 0 in the overall cumulative grade point average. It is important that the student makes up the Incompletes or Withdrawal as soon as possible.

Students will be allowed to repeat a module once at no additional charge. The time needed to repeat the module must be within the maximum time frame for that course. The student will be given an opportunity, at the discretion of the Director and subject to the availability of space, to repeat, remediate or make up work. This work shall be given full standing and credit with respect to the evaluation of the student's maintaining of Satisfactory Progress.

Students that have been dismissed for lack of satisfactory academic progress from any program may apply to the Director to be re-admitted by following the reinstatement procedures outlined in this catalog.
A student may appeal the determination of unsatisfactory academic progress and/or their dismissal based upon extenuating circumstances by following the Student Appeals Procedure outlined in this catalog. Permanent transcripts of the student's progress record are maintained by the school and are available upon written request by the student. There is a $10.00 charge for education transcripts.

Academic Probation Policy

As indicated under the section pertaining to Academic Policy, if a student fails to achieve a cumulative grade point average of 70% or "C", the student will be placed on academic probation until such time as their cumulative grade point average reaches 70% or "C".
During that probationary period, the student must maintain a cumulative grade point average of 70% or "C" of the program.

If a student maintains a grade point average of 70% or "C" and/or achieves a cumulative grade point average of 70% or "C", probation will be removed. However, if the student fails to maintain a 70% or "C" grade point average and/or is unable to achieve a cumulative grade point average within one evaluation period, the student will be dismissed from their program (unless extenuating circumstances are established)

Student Appeal Procedures

A student, who wishes to appeal any disciplinary action and/or decision made by an instructor, must submit a letter to the Director to be reviewed by an Appeals Board.
Students must provide supportive documentation along with their letter in order to support his/her position and any mitigating circumstances that may have existed. This Appeals Board shall consist of three (3) attending members. The student will be notified of the Appeal Board decision within 30 days following the receipt of the student's appeal. The decision of the Director shall be final.

Reinstatement

A Student requesting to be reinstated as an active student, based on whatever reasons or circumstances, should do so in writing. Supportive documentation and/or information concerning any mitigating circumstances should be noted in the request. The school appeals board shall consist of three (3) school administrators. The requesting prior student shall be notified of the Reinstatement Review within 30 days following the decision of Director.

Graduation Requirements

Upon successfully completing a program and being current in their tuition payment, students will receive a Completion Certificate/ Diploma.

Student Records

The Family Right and Privacy Act of 1974 prohibit an institution from releasing the school records or any other information about a student to any third party without the written consent of the student. **Hans Academy of Massage** protects the privacy and confidentially of all student records. Students are guaranteed the right to access their own files. Student files of this period are maintained in fire retardant storage. ***ALL FILES ARE KEPT FOR A MAXIMUM OF 5 YEARS AND TRANSCRIPTS ARE KEPT INDEFINITELY.***

Changing Programs

At times, a student may wish to change his/her chosen career goal. The institution reserves the right to allow or disallowed a transfer from one program to another offered at this institution. For this transfer, the student will sign an addendum to the original contract. The student will be charged for the appropriate time used for the prior program and be charged the additional fees for the new program as the published regulations allow.

The process for this program change will be as follows: Notify the Admission Office, Business Office and Student Services prior to the change. Instructors will not make the decision to transfer a student as this effect the student's financial status.

SCHOOL POLICIES AND REGULATIONS

Dress Policy

Professional dress is recommended at all times. **Hans Academy of Massage**'s Professional Dress Policy was established in order to enable our students to become comfortable with the type of apparel expected by the majority of employers who hire our graduates. This policy is part of **Hans Academy of Massage**'s expectations for graduation.

Eating in Classrooms

Eating and/or drinking are not permitted in classrooms.

Due to the necessity of maintain a professional learning environment that respects the rights of all students, children are not permitted on the school premises.

Student Conduct

An important part of the training at **Hans Academy of Massage** includes the development of professional conduct. Students are expected to conduct themselves in a business-like manner. Normal standards of professional business attire apply to all students and unconventional clothing cannot be permitted at school.

Grounds for Disciplinary Action

1. Unsatisfactory Academic Performance.
2. Unsatisfactory Attendance.
3. Unprofessional conduct that reflects unfavorably upon the school and/or its students.
4. Use of Drugs, Narcotics, Alcohol(or under the influence), Gambling, Profanity
5. Inappropriate professional clothing worn during training.
6. Failure to abide by the Rules and Regulations of the school
7. Failure to pay tuition (or any other charges) when due.
8. Breach of school enrollment agreement.
9. Cheating
10. Falsifying school records.
11. Carrying a concealed or potentially dangerous weapon.
12. Disorderly conduct, which interferes with the learning process of any other student, instructor, or the general progress of the class.
13. Instigation and/or participation in rebellious activities against the school and/or its student(s).
14. Solicitation, which reflects unfavorably upon the school and/or its students.
15. Vandalism of school property.
16. Any form of gang related activity including but not limited to: flashing of gang signs, wearing of gang colors/attire, etc
17. Fighting (Physical or Verbal)
18. Verbal confrontation with any employee and or student.

Disciplinary action may include, but not limited to, a verbal or written warning, probation suspension, or dismissal.

A student dismissed for unsatisfactory or unprofessional conduct may request re-admittance into his or her program by following the procedure set forth under reinstatement as noted in this catalog.

Policy on Student Rights

The Student's Rights Policy concerning enrollment states:

You may cancel your contract for enrollment agreement and obtain a refund of charges paid through attendance at the first class session or the seventh day after enrollme*nt, whichever is *later as described in the Notice of Cancellation from for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.

After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.

If the school closed before you graduation, you may be entitled to a refund. Contact the Bureau for Private postsecondary Education at the address and telephone number printed below for information.

If you have a complaint, questions, or problem that you cannot work out with the school, write or call the:

Bureau for Private Postsecondary Education (BPPE)
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
Tel: (916)431-6959, Fax: (916)263-1897
Toll Free: (888)370-7589

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

Student Grievance Procedure

Hans Academy of Massage publishes the following student grievance procedure in the school catalog. If a student has a grievance and wishes it to be recognized as such, a written complaint must be submitted to **Hans Academy of Massage** in letter format. The written grievance must clearly state the student's name, the nature of the complaint, the name(s) of grievance must clearly state the student's name, the nature of the complaint, the name(s) of all parties directly involved in the complaint, and any appropriate documentary evidence.

Steps towards resolution: based upon the information presented in the grievance, steps toward resolution shall begin with informal discussions headed by the Director. Resolution shall be attempted at the lowest possible level. If a satisfactory solution cannot be reached within a reasonable period, the grievance shall be scheduled for presentation to
The Grievance Committee for hearing and appropriate action. Informal discussion between persons directly involved in a grievance is essential in the early stages of dispute reconciliation and shall be encouraged at all stages of the grievance procedure.

If informal resource fails to resolve the grievance within 30 days after filing, the Director will schedule a Grievance Committee meeting. The members of the Committee will be three (3). The Committee will review and consider documentary records, which related to the case, including the grievance and its supporting documentation and any documentary evidence or statement by the person(s) against whom the complaint was filed. The committee and the Director will arrive at a fair and equitable decision. It is the Directors final decision.

If students/school has exhausted procedures and the problem has not been resolved, they have the right to contact the:

Bureau for Private Postsecondary Education (BPPE)
2535 Capitol Oaks Drive., Suite 400
Sacramento, CA 95833
Tel: (916) 431-6959, Fax: (916) 263-1897
Toll Free: (888) 370-7589
Web Site: www.bppe.ca.gov

Controlled Substance, Alcohol and Drug Abuse Policy

All students and employees are informed that the unlawful manufacture, distribution, dispersion, possession, or use of a controlled substance or alcohol within the premises of the school is strictly prohibited. Employees and students violating this rule will be subject to immediate termination of employment or school program.

Following is a list of drug0free awareness programs that also provide detailed information regarding:

1. Dangers of Drug and Alcohol Abuse.
2. Assistance with Drug and Alcohol Abuse Counseling.
3. Penalties for the Abuse of Alcohol or Drugs.
4. Rehabilitation Programs.

The following are local and national agencies that provide assistance to employees, students, and their families:

Drug Information Hot Lines:

National College on Drug Abuse: 800-662-HELP
800-843-4971
National Clearinghouse for Drug Information: 800-729-6686

As stated above, students and employees are subject to termination for violation of this school rule. In addition, persons distributing drugs to employees or students will be referred to the authorities and charges of drug distribution will be pressed by the school. Each student is required to read and sign a statement concerning this policy.

Penalty for possession and/or use of controlled substances and alcohol abuse vary with specific jurisdictions and are at the discretion of the judge in specific cases. For first time convictions of the use of a controlled substance or alcohol abuse, offenders will be referred to a rehabilitation / education program.

Massage Technician

Course Outline

Certificate Program
Dot Code: 076.121-010
Course Period: 300 Hours / 20.00 Semester

Course Objective and Instruction:

This course is extended, upgraded and completed program of the massage therapy course which broadens the student's knowledge and provides the skills to perform specialized massages. This course includes many different types of massage therapy methods. Student will learn the fundamental of each therapy and will learn how to apply the techniques to a range of ages and special needs. The course of study not only teaches bodywork techniques and methods, but also emphasizes on the skills necessary to be successful in massage specialty. Student will also be able to develop and maintain proper body mechanics. The students will be trained to deliver the highest standard of patient care within their scope of practice. Upon the completion of the course of the study students will be awarded an appropriate diploma and will be able to work in the massage therapy profession. Besides, the students will be prepared to take the certification examination. The goal of the course is for students to be comfortable in performing various massage therapy techniques for different environment. Completion of the massage therapy course will possess the necessary skills to become a certified massage therapist in the field.

Main goals of our institution are as follows:

1. To help student achieve a professional level of various massage skills
2. To offer students and opportunity to learn a profession where the students use the body, hands and spirit to benefit health, and better quality of life for the clients.
3. To teach students appropriate techniques and the business aspects of body work.
4. To assist students in becoming a qualified massage therapist in their field.
5. To apply the principles of natural healing and to become an integral part of the modern health care system.
6. To have a clear understanding of the potential psychological and emotional responses a client could experience during or after a massage therapy treatment.
7. The student will have the enough knowledge when to refer out the clients to other health professionals.

Course Module

Module No	Module Description	Hours	Semester Credit Hours
MN101	Anatomy and Physiology	100	6.67
MN103	Kinesiology	50	3.33
MN 105	Pathology (include infection control and knowing the ingredients)	100	6.67
MN108	Business and Communication	35	2.33
MN 109	Ethics and Laws (include abuse awareness)	11	0.73
MN 111	CPR/First Aid	4	0.27
		300	20.00

Books & Materials:

- Foundations of Massage Therapy by CNW Staff
- The World's Best Massage Techniques by Victoria Jordan Stone, N.C.M.T. (Published in the USA in 2010)

DVD:

- Reflexology Massage
- Massage Therapy for Professionals
- Full Body Massage
- Indianhead Massage
- Facial Massage

**Instructors in English & Chinese available*

General Course Descriptions

MN 101 - Anatomy and physiology (100 Hours)
This course describes the development of bone and anatomical structure using correct terminology. This course covers skeletal terminology, axial skeleton, vertebral column thorax, pelvic girdle, upper and lower extremities, appendicular skeleton and joints. In addition, this course is structured to examine regulations and maintenance of homeostasis, reproduction and development of human. As each area of the body is studies, the cardiovascular, lymphatic, and nervous system are incorporated into the overall function of the muscle movement and what massage techniques are beneficial for relaxation of ailments of the client. This course covers in the area of digestive, urinary and endocrine as well.

MN 103 - Kinesiology (50 Hours)
This course covers the bones of the axial and appendicular skeleton, their significant landmarks and functions, structural and functional aspects of joints as well as their motions and locations in the body. Also covered are the origins, insertion and actions of several major muscles relevant to massage therapy.

MN 105 - Pathology (100 Hours)
In this class the students learn to understand how diseases develop in the body and how to prevent diseases. This class content focuses on disorders and diseases commonly encountered by massage therapists and body workers. This course will cover many of the major diseases that are considered to be contraindications for bodywork. This class will also go into the body mind connection of disease to help better understand the psychological factors to disease and healing. Standard precautions and the need to ensure client and therapist safety and wellbeing are also covered.

MN 109 - Business and Communication (35 hours)
This course has been designed to provide students a through understanding of business environment and the management techniques necessary to become successful in the business of massage therapy. Topics include human behavior, communication, public relations, finance, business law and marketing aspects of business as a part of large organization or in setting up private practice.

MN110 - Ethics and Laws (11 hours)
This course explores legal and ethical issues related to massage therapy business and how they impact society. Specific attention will be given to the following topics: professionalism, legal and ethical requirements, confidentiality, basic business practices, rules and boundaries, and prevention of sexual misconducts.

MN 112 - CPR/First Aid (4 hours)
American Heart Association curriculum for CPR/First Aid has been adapted for this program. Students will be taught how to give CPR and First Aid by a certified instructor.

Massage Therapist

Course Outline
Certificate Program
Dot Code : 076.121-010
Course Period: 500 Hrs / 33.33 Semester

Primary Objective & Instruction

This Course broadens the practitioner's knowledge and provides the skills to perform specialized massage. Three different therapies are taught: massage, shiatsu, and reflexology. Students will learn the fundamentals of each therapy and will learn how to apply the techniques to a range of ages and special needs. The course of study not only teaches bodywork techniques and methods, but also emphasizes on the skills necessary to be successful in massage. Students will also be able to develop and maintain proper body mechanics; a necessity for a full and rewarding massage career. There will be a focus on the history of massage therapy, anatomy, and the human touch. Students will work closely with the instructor and will use the course textbook daily. All classes will have a lecture and will be followed by various demonstrations.

Books & Materials:

- The World's Best Massage Techniques by Victoria Jordan Stone, N.C.M.T. (Published in the USA in 2010)

DVD:

- Reflexology Massage
- Massage Therapy for Professionals
- Full Body Massage
- Indianhead Massage
- Facial Massage

**Instructors in English & Chinese available*

Course Module

Module Title	Module Description	Hours	Semester Credit Hours
MT 101	Anatomy & Physiology & Kinesiology	125	8.33
MT 102	Pathology	40	2.67
MT 103	Massage Therapy & Applications	200	13.33
MT 104	Ethics	6	0.40
MT 105	Business	4	0.27
MT 106	Massage & Acupressure Practical Training	125	8.33
		500	**33.33**

Course Description

MT 101 - Anatomy & Physiology & Kinesiology (125 Hours)

This Course is structured to examine regulations and maintenance of homeostasis, reproduction and development of humans: an in-depth study of the skeletal-muscular systems including kinesiology of all body parts illustrating the normal muscle movements providing understanding of the kinesthetic motions. As each area of the body is studies, the cardiovascular, lymphatic, and nervous systems are incorporated into the overall function of the muscle movement and what massage techniques are beneficial for relaxation of ailments of the client.

MT 102 – Pathology (40 Hours)

In this class we learn to understand how diseases develop in the body and how to prevent his from happening. Class content focuses on disorders and diseases commonly encountered by massage therapists and body workers. We will cover many of the major diseases that are considered to be contraindications for bodywork. This class will also go into the body mind connection of disease to help better understand the psychological factors to disease and healing. Standard precautions and the need to ensure client and therapist safety and well being are also covered.

MT 103 - Massage Therapy & Applications (200 Hours)

This course has been designed to familiarize students with various massage techniques and their applications for healing process.

MT104 - Ethics (6 Hours)

To provide the massage student with an understanding of professional guidelines and diverse perceptions affecting the industry, and provides an ethical structure necessary for massage therapists.

MT105 – Business (4 Hours)

This course has been designed to provide students a thorough understanding of business environment and the management techniques necessary to become successful in the business of massage therapy.

MT106 - Massage & Acupressure Practical Training (125 Hours)

Basic principle and techniques of the application of pressure to acupuncture points to elicit a therapeutic reaction, and an introduction to the techniques of finger pressure, palpitation techniques, and Anma with acupuncture points and how properly touch, apply pressure, palpate the patient’s body, and how to evaluate the quantity and quality of the stimulation applied.

Schedule of Tuition and Fees

Name of Program	Clock Hours	Registration Fee (non-refundable)	Tuition & Textbook Fee (including CD)	Total Cost
Massage Technician (Certified)	300	$300	$2,000	$2,300
Massage Therapist	500	$300	$3,500	$3,300

76215. STUDENT TUITION RECOVERY FUND DISCLOSURES

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

1. You are a student who is a California resident, or are enrolled in a resident program, and prepaid 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 programs 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 Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered students 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 California resident or are enrolled in a residency program prepaid tuition, paid the 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 this 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."

Note: Authority Cited: Section 94803, 94877 and 94923, Educational Code. Reference: Section 94923, Education Code.

ACADEMIC CHALLENGE AND APPEAL PROCESS:

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

Experiential Credit:

Hans Academy of Massage will review each transcript within a **5 years** period for credit or will review the students essay for experiential credit. If the student disagrees with the credit decision the following policy will apply:

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

Cancellation, Withdrawal1 and Refund Rights

You have the right to ***cancel this enrollment agreement for and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment,*** **whichever is** ***later for educational service, any equipment or other*** goods and services. Business day means a day on which you were scheduled to attend a class. Cancellation occurs when you give written notice of cancellation at School address shown on the front page of this Catalog or as noted on the Enrollment Agreement. You can do this by mail, in person, by FAX or telegram. The notice of cancellation, if mailed, is effective when deposited in the mail, properly addressed with postage prepaid. This notice need not take any particular form; it needs only to state you wish to cancel the agreement. You will be given two notices of cancellation forms on the first day of class. If you cancel your enrollment, the School will refund any money that you paid within 30 days after your notice is received.

If School has given you any equipment, you shall return it to School within 30 days following the date of your notice of cancellation or withdrawal. If you fail to return this equipment in good condition within the 30-day period, School may retain that portion of payment paid by you up to a lesser amount of the documented cost or the pro rata portion (to 60% of course completion, after 60%, the documented cost), and deduct the amount from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.

You have the right to withdraw from School at any time. If you withdraw from the course of instruction after the cancellation period as in Par 1, School will remit a refund less a registration fee, not to exceed the lesser amount of the total costs or $75.00 within 30 days following your withdrawal. You are obligated to pay only for educational services rendered and unreturned equipment. The refund shall be the amount you paid for instruction multiplied by fraction. The numerator of which is the number of hours of instruction, which you have not received, but for which you have paid, the denominator of which is the total number of hours of instruction for which you have paid. If you obtain books, uniform(s) and/or equipment, as specifically noted in this catalog and/or on your Enrollment Agreement, and return it in good condition within 30 days following the date of your withdrawal, the school shall refund the amount paid by you for equipment.

If you fail to return equipment in good condition, within 30 days, School may retain lesser amount of a pro rata portion as described below (up to 60% of course completion) or the documented cost of the listed equipment. (For 2nd term or re-enrolled students, “the documented cost”). You are liable for the amount, if any, by which (the pro rata or documented cost) for equipment exceeds the refund amount. If the amount you have paid is more than the amount that you owe, then a refund will be made within 30 days of withdrawal. If the amount that you owe is more than the amount that you paid, then you will have to make arrangements to pay the balance.

HYPOTHETICAL REFUND EXAMPLE

Assume you, upon enrollment in a 400-hour course, pay $2,000 for tuition, $300.00 for registration, and $150 (fair market value) for equipment and withdraw after completing 100 hours without returning the equipment you obtained.

$2,300 ($2,000 Tuition + $300.00 Registration Fee) Amount Paid - $300.00 Registration Fee Retained by the School, X (.75) or 300 Hours of Instruction Paid for & Not Received (Divided by) – 400 Hours of Instruction for which you have paid = & 1,518.75 Actual Refund Amount.

If you return the equipment in good condition within 30 days following withdrawal, School shall refund the charge for the equipment as described above. The actual refund amount would then be ($1518.75 + $150) = $1,668.75.

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

(a) You notify School of your withdrawal or the actual date of withdrawal;
(b) School terminates your enrollment;
(c) You fail to attend classes for a three-week period (21 school days);
(d) You fail to return from a leave of absence.
In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

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

This institution does not admit students from other countries, or offers visa status. This institution does not provide or will not vouch for student status

**All Instruction is provided in English and Chinese.*