

CATALOG

Los Angeles Health Institute

California B.P.P.V.E. Approval # 1943211

NCBTMB Approved # 412277-00

January, 2012-December, 2014



This institution has received approval to operate from the Bureau for Private Postsecondary and Vocational Education (Bureau). The Bureau has determined that this institution's operational plan satisfies the minimum standards listed in Education Code section 94915 (b).

4017 Wilshire Blvd. Los Angeles, CA 90010

Tel (213) 389-0007

FAX (213) 387-5963

Table of Contents

Welcome Message	3
Introduction	3
Mission Statement	3
Objectives	3
School Contact Information & Location.....	4
Approval Disclosure Statement	
ADMISSIONS.....	5
Requirements & Procedures.....	5
Transfer credits.....	6
Financial Information & Fees.....	6
CURRICULUM	6
Requirements for Certificates.....	7
General Course Descriptions	11
Course Outline	
ACADEMIC PROCEDURES	16
Grading &Attendance	16
Academic Regulations	17
Graduation Requirements	17
Transcripts & Records	17
Placement Assistance & Job Referrals.....	17
Other Services	
ADMINISTRATIVE POLICIES.....	18
Appeals & Re-instatement Procedure	
Enrollment Agreement.....	18,
Cancellation & Refund	
State of California STRF.....	25,28
Student Grievances.....	29
Drug Prevention/Awareness	30
Disclaimers	30
Licensing	30
National Bodywork Organizations	30
Calendar & Schedule	30
Holiday Schedule	31
Faculty & Staff	31

Welcome Message

On behalf of the administration, faculty, and staff, I would like to welcome you to Los Angeles Health Institute. Los Angeles Health Institute is a private vocational school which has accelerated training programs developed for various occupational careers. Our outstanding faculty members and learning environment equips Los Angeles Health Institute graduates to enter the work force well prepared in the shortest time possible. The faculty is composed of professional and highly competent staff members. They have a variety of experiences in various occupational fields. You will find the institute a family atmosphere with skilled and caring administrators and staff members serving your educational goals. You have joined Los Angeles Health Institute at an exciting time.

INTRODUCTION

Los Angeles Health Institute (LAHI) is a profit, international, and independent institution. The School of Massage provides a classroom-based traditional instruction and certificate level educational opportunities.

MISSION STATEMENT & OBJECTIVES

Institutional Mission Statement:

Our mission is to provide our students with the finest education possible in an occupational profession, so that they may become the pacesetter of tomorrow's professionals. Los Angeles Health Institute (LAHI) was established to provide the holistic needs of the students, so that they may help the people in the community with their health mentally, spiritually and physically by massage therapy. We will also help make it financially affordable to get you through school.

Institutional Objective:

This program has been designed to train students to become massage therapists with skills of professionalism and ethics of massage therapy. Those students who have completed this program should be able to practice the profession within a larger organization such as Acupuncture clinic, Chiropractic office, Physical therapy center, Orthopedic Rehabilitation clinic, Health Spa, Medical office or be able to set up their own private practice.

Los Angeles Health Institute is dedicated to training leaders in the field of Massage Therapy. The school hopes to achieve its mission statement by:

- (a) Contribute to the health and well-being of our society.
- (b) Continually update our knowledge of current legislation and to work toward the improvement of laws for the purpose of promoting the highest competence and ethical practices in the fields of the training programs.
- (c) Provide the student with an overview of areas and fields related to the programs by means of workshops, guest speakers, field trips, etc.
- (d) Keep abreast of industry trends and to stay on the growing edge of the field.

School Contact Information

Los Angeles Health Institute is located at:
4017 Wilshire Blvd. Los Angeles, California 90010.
Admin Office: 213-389-0007 Fax: 213-387-5963.
E-mail : lahiedu2012@yahoo.com, drangieyi@yahoo.com

LOCATION

Los Angeles Health Institute is conveniently located at 4017 Wilshire Blvd. Los Angeles, CA 90010. Tel : 213) 389-0007, Fax: 213-387-5963. This facility is in compliance with all federal, state, and local ordinances to insure a safe and healthy environment. The site is fully equipped with the most current instructional aids and materials. Massage and Acupressure tables are provided for use by students during lab hours. Educational aids, such as Skeletons Anatomical Charts, dry-erase boards, and video equipment, are utilized to enhance learning. Bulletin boards keep students informed of current events in the massage and acupressure therapy field. Each student needs to provide his/her own supplies, including comfortable clothing, linens, and oils.

Disclosures

Catalog Update (5 CCR 71810(a))

This institution, pursuant to section 94909 of the Ed Code, annually updates this catalog. Annual updates may be made by the use of supplements or inserts accompanying this catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying this catalog.

- **The institution is located at 4017 Wilshire Blvd. Los Angeles, CA 90010**
- This is a private for-profit institution approved to operate by the Bureau for Private Postsecondary Education.
- 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 Capital Oaks, Suite 400 Sacramento, CA 95833, www.bppe.ca.gov, toll free telephone number (888) 370-7589 or by fax (916) 263-1897.
- 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.
- 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 www.bppe.ca.gov
- **Courses and clinic are conducted at 4017 Wilshire Blvd, Los Angeles, CA 90010**

Effective July 1, 2011, all career programs that lead to a certificate or degree and are eligible for Financial Aid, must be compliant with the Department of Education's employment disclosure requirements in order to receive Title IV funding. Collectively, DOE refers to these programs as "GE", (Gainful Employment) Programs. The California Bureau of Private Postsecondary Education also has required disclosures that schools must publish.
THIS INSTITUTION DOES NOT receive FEDERAL Title IV funding.

IF A STUDENT OBTAINS A LOAN, THE STUDENT WILL HAVE TO REPAY THE FULL AMOUNT OF THAT LOAN PLUS INTEREST, LESS THE AMOUNT OF ANY REFUND.

ADMISSIONS

REQUIREMENTS AND PROCEDURES

An applicant must be physically eligible to perform the tasks for each course. High school graduation or equivalent is recommended for admission. Applicants with prior training at a State approved institution or equivalent organization in a related field will receive appropriate credit after evaluation by the school administrator. Each student must provide one passport-size photograph. In addition, the following items are required at the time of enrollment: entrance test, driver's license or other comparable form of I.D., and completed application & agreement paper. We do not offer home study.

Class size is kept to a maximum of twenty students to enable greater individual attention. In accordance with federal, state, and local laws, Los Angeles Health Institute provides equal opportunity in education and does not discriminate on the basis of gender, race, ethnic origin, religion, or handicap.

Note to All Prospective LAHI Students:

Any questions about application dates or any other part of the admissions process should be directed to:

Los Angeles Health Institute :
4017 Wilshire Blvd. Los Angeles, Ca 90010
Tel:213-389-0007 Fax;213-387-5963

TRANSFER CREDITS.

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

The transferability of credits you earn at LAHI is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Certificate you earn in the Massage Program LAHI is also at the complete discretion of the institution to which you may seek to transfer. If the 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 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 LAHI to determine if your Certificate will transfer.

LAHI DOES NOT HAVE ANY ARTICULATION OR TRANSFER AGREEMENT WITH ANY OTHER COLLEGE OR UNIVERSITY FOR TRANSFER CREDITS.

(Ed. Code §94909(a)(8)(A)), (5 CCR §71770(b)) and (5CCR §71770(b)(1)through(3))

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

The institution DOES NOT award credit for prior experiential learning.

Los Angeles Health Institute- Catalog

This institution DOES NOT currently provide Visa Services or vouch for student status. There are no associated charges
This institution DOES NOT Currently offer distance education.
The institution DOES NOT have dormitory facilities under its control. The institution has no responsibility to assist a student in finding housing. The availability of housing is located reasonably near the institution's facilities and is available for between approximately \$500-\$1,200 per room per month.

FINANCIAL INFORMATION & FEES

It is the policy of Los Angeles Health Institute that all fees, expenses, and tuition be paid on time and in full prior to the course completion and before issuance of a certificate, transcript, or any other written evidence of attendance. Payment may be made by cash, a personal check, money order, or cashier's check. Some payment plans may be arranged for courses longer than one month at the time of registration. Any student with a delinquent account will be notified. If the account is not paid in full within 30 days of the end of the contract period, legal action may be taken. Currently, Los Angeles Health Institute is not participating in any federal or state financial aid program.

It is the policy of the Los Angeles Health Institute to collect all tuition and other fees from a student before he or she starts the course. However, for those who cannot pay the entire amount in full, the following plans are available:

Financing Payment Plans

Students may defer tuition payments for each term by deferring the payments over the course of the student's tenure at the LAHI. Application for the Deferred Payment Plan must be made at the time of registration. Students may use Personal or Business Checks or Cash. Applicable defer fee may apply.

SCHEDULE OF FEES 16

Tuition fees \$6.00/hour			
Application	\$100.00	Late Payment Fee	\$25.00
Official Transcript	\$20	Returned Check Fee	\$25.00
Diploma Replacement	\$20	Books & Supplies for each course	\$200.00

CURRICULUM

Course Requirements

Course Number	Course Title
MT 110	Massage History & Theory
MT 120	Massage Applications
MT 130	Massage Standards & Ethics

Los Angeles Health Institute- Catalog

MT 140	Massage Techniques
MT 150	Application of Kinesiology
MT 160	Massage Practicum
BS 103	Health & Nutrition
BS 101	General Biology
BS 110	Pathology I
BS 111	Pathology II
BS 105	Anatomy & Physiology I
BS 106	Anatomy & Physiology II
BS 107	Anatomy & Physiology III
WM 110	Western & Medical Terminology
BS 104	Psychology
ENG 101	English I
AC 301	Meridian Theory/ Acupuncture Anatomy
OM 201	Fundamentals of Oriental Medicine I
OM 202	Fundamentals of Oriental Medicine II
AT 604	Acupressure
AT 605	Swedish Massage
AT 606	Shiatsu
AT 607	Oil Massage
AT 501	Tui-Na I
AT 502	Tui-Na II
EL 170	Martial Art Therapy
EL 180	Hand Massage
EL 190	Foot Massage
EL 160	Shoulder Massage
EL 200	Hand Reflexology
EL 210	Foot Reflexology
EL 220	Massage on Knee & Ankle joints
EL 230	Massage on Shoulder joint
PH 800	CPR/First Aid

Requirements for Certificate

300 Hours – Certificate:

Course Number	Course Title	Hours required
MT 110	Massage History & Theory	20
MT 120	Massage Applications	60
MT 130	Massage Standards & Ethics	20
MT 140	Massage Techniques	60
AT 604	Acupressure (20 hours)	

Los Angeles Health Institute- Catalog

AT 606	Shiatsu (10 hours)	
AT 605	Swedish (30 hours)	
MT 160	Massage Practicum	80
BS 106	Anatomy & Physiology I	30
Electives (*)		30
	Total Hours	300

(*)Courses to be selected from the electives

500 Hours – Certificate:

Course Number	Course Title	Hours required
MT 110	Massage History & Theory	20
MT 120	Massage Applications	60
	Whole body (40 hours)	
EL 190	Foot Massage (10 hours)	
EL 160	Shoulder Massage (10 hours)	
MT 130	Massage Standards & Ethics(6 hours),Business	20
MT 140	Massage Techniques	80
AT 606	Shiatsu Techniques (26 hours)	
AT 604	Acupressure (10 hours)	
AT 605	Swedish (20 hours)	
AT 608	Deep Tissue (20 hours)	
AT 607	Oil Massage Tech (4 hours)	
MT 150	Application of Kinesiology	40
MT 160	Massage Practicum	80
BS 103	Health & Nutrition	40
BS 106	Anatomy & Physiology I	40
BS 107	Anatomy & Physiology II	40
BS 108	Anatomy & Physiology III	40
BS 110	Pathology I	40
Electives (*)		
	Total Hours	500

(*) Courses to be selected from the electives

1000 Hours – Certificate:

Course Number	Course Title	Hours required
MT 110	Massage History & Theory	20
MT 120	Massage Applications	100
EL 190	Foot Massage (20 hours)	
	Whole Body Massage (30 hours)	
EL 160	Shoulder Massage (10 hours)	
EL 180	Hand Massage (20 hours)	
EL 170	Martial Art Therapy (20 hours)	

Los Angeles Health Institute- Catalog

MT	130	Massage Standards & Ethics(6 hours)	20
MT	140	Massage Techniques	150
AT	605	Swedish Massage (50 hours)	
AT	606	Shiatsu (50 hours)	
AT	608	Deep Tissue (30 hours)	
AT	607	Oil Massage ,Powder, Cream (10 hours)	
MT	150	Application of Kinesiology	60
MT	160	Massage Practicum	340
BS	110	Introduction to Pathology	40
BS	111	Pathology I, II	80
BS	106	Anatomy & Physiology I	40
BS	107	Anatomy & Physiology II	40
BS	108	Anatomy & Physiology III	40
BUS	102	Principal of Business Management	20
PH	800	CPR/ First Aid	20
Elective (*)			80
		Total Hours	1000

(*) Courses to be selected from the Electives

1500 Hours – Certificate: Prepare for future

Course Number	Course Title	Hours require
MT 110	Massage History & Theory	20
MT 120	Massage Application	150
MA 702	Massage Standard & Ethics	20
MT 140	Massage Techniques	150
MT 150	Application of Kinesiology	90
MT 160	Massage Practicum	320
BS 103	Health & Nutrition	20
BS 101	Biology	30
BS 110	Pathology I	30
BS 111	Pathology II	30
BS 112	Pathology III	30
BS 104	Psychology	30
BS 102	Western Nutrition & Vitamin	30
BS 105	Anatomy & Physiology I	30
BS 106	Anatomy & Physiology II	30
BS 107	Anatomy & Physiology III	30
BS 109	Anatomy & Physiology IV	30
MA 701	Clinical Management & Billing	20
PH 800	CPR & First Aid	20
AC 301	Acupuncture Anatomy I	30
AC 302	Acupuncture Anatomy II	30

Los Angeles Health Institute- Catalog

AC 303	Acupuncture Anatomy III	30
OM 201	Basic Theory of Oriental Med I	30
OM 202	Basic Theory of Oriental Med II	30
WM 100	Western Medical Terminology	30
AT 604	Acupressure I	30
GE 100	Basic English	30
GE 101	English Composition	30
(*) Electives		120
	Total Hours	1500

(*) Elective Courses ;

EL 170	Martial Art Therapy	6-30 Hours
EL 180	Hand Massage	6-30
EL 190	Foot Massage	6-30
EL 200	Hand Reflexology	6-30
EL 210	Foot Reflexology	6-30
EL 220	Massage on Knee & Ankle joint	6-30
EL 230	Massage on Shoulder joint	6-30
AT 501	Tui-Na I	6-30
AT 502	Tui-Na II	6- 30
AT 604	Acupressure	6-30
AT 605	Swedish Massage	6-30
AT 608	Deep Tissue Massage	6-30
GE 101	English Composition	30
WM 110	Western Medical Terminology	6-30
GE 100	Basic English	30
GE 101	English Composition	30
EL 150	Oriental Body Work	6-30

Certificate Titles Are As Follows:

Certified Massage Therapist

300 Hours, 500 Hours,

1000 Hours, 1500 Hours

For students with prior experience and/or training, they may be placed at a higher level course without taking the prerequisite course. Upon completion of the

massage/acupressure related course(s), a student will be prepared to enter the massage and acupressure job market in fields including, but not limited to, the following areas: chiropractic, physical therapy, orthopedic rehabilitation clinics, health spas, hotels, beauty salons, medical, private practice, sports medicine, relaxation, stress management, hospitals, sanitariums, convalescent hospitals, geriatric facilities, etc.

General Course Descriptions

MT 110 Massage History & Theory

This course examines the history, effects, benefits and procedures for complete body massage. History and theory can help students recognize the origins of many modern practices, and also help students to understand the impact of modern science as we view the physical world.

MT 120 Massage Applications

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

MT 130 Massage Standards & Ethics

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.

MT 140 Massage Techniques

This course has been designed to train students to give massage on the human body with the help of their hands, fingers, elbows and even feet. Students will explore different types of massage and techniques such as active release technique, kinesiology, shiatsu, acupressure, Alexander technique, reflexology, Bowen technique, Swedish and Oriental techniques.

MT150 Application of Kinesiology

This course will explore the fundamental aspects of human movement. Students will learn to assess human movement, performance, and function by applying the science of biomechanics, anatomy, physiology and motor function.

EL 170 Martial Art Therapy

This course demonstrates to the students a complementary avenue to heal disorders of the human body by incorporating the principles of psychological rehabilitation along with traditional martial art training techniques.

EL 180 Hand Massage

This course has been developed to familiarize students with pressure points in hand and arm massage technique and systematic massage steps for complete therapy.

EL 190 Foot Massage

This course has been developed to familiarize students with pressure points in the foot massage technique and systematic massage steps for complete therapy.

EL 200 Hand Reflexology

This course provides the foundation of zone therapy and explores the reflexology chart of hand and demonstrates areas of the hand that corresponds with organs in the zones of the human body.

EL 210 Foot Reflexology

This course provides the foundation of zone therapy and explores reflexology chart of foot and demonstrating areas of the foot that corresponds with organs in the zones of the human body.

EL220 Massage on Knee & Ankle joint

This course explores anatomy and physiology of the knee and ankle joints and demonstrates to the students how to give massage to relieve tension or to heal injury.

EL230 Massage on Shoulder joint

This course explores anatomy and physiology of shoulder joints and demonstrates to the students how to give massage to relieve tension or to heal injury.

GE 101 – English Composition

This course will stress the mechanics, techniques, styles and psychological principles of effective written communication with special attention given to informative, persuasive and effective research papers, and Power Point presentations.

PH 800 CPR/First Aid

American Red Cross 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.

MT 160 Massage Practicum

This practicum has been designed for students to practice various massage techniques on the human model under the supervision of an instructor. Students will apply various techniques they have learned in massage technique courses,

OM 201 Basic Theory of Oriental Medicine I

This course is an extensive introduction to TCM history and its development both in China and outside of China. The course includes the history and development of Acupuncture & Oriental Medicine and reviews the current professional trends in the United States. The course also includes the theory of yin and yang, five elements, viscera and bowels (Zang Fu), Qi, blood, body fluids, essence (Jing) and spirit (Shen), meridian theory and the basic models of Chinese medical physiology and pathological systems.

OM 202 Basic Theory of Oriental Medicine II

An in-depth study of Five Elements Theory and its application to syndromes of dysfunction in Chinese Medicine.

WM 110 Western Medical Terminology

A study of Western medical terminology and nomenclature, including major prefixes, roots and suffixes.

BS 105 Health & Nutrition

This course connects the personal responsibility of health for a lifetime of physical, psychological, emotional and social well-being to nutrition.

BS 101 Biology

This course covers fundamentals of general human biology. It introduces the principles and concepts about cells, chromosomes, DNA, and various systems in the human body such as the nervous system, muscular system, skeletal system and reproductive system.

BS 106 Anatomy & Physiology I

This course explores the organization of the human body, their support and movement, integration and control system: Integument, any skeletal, muscular, cardiovascular, lymphatic, digestive, urinary, respiratory, endocrine, nervous and reproductive. These systems are all discussed with relation to massage therapy in practice.

BS 107 Anatomy & Physiology II

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 studied, the cardiovascular, lymphatic and nervous systems are incorporated into the overall function of the muscle movement and the massage techniques that are beneficial for relaxation of the ailments of the client are identified.

BS 110 Pathology I

This course provides a basic understanding of general pathology related to the mechanism of injury to cells and tissues, as well as the human body's coping mechanism and repairing injury. The course material will also cover cellular adaptation to injury, inflammation and wound healing.

BS 111,BS 112 Pathology II,III

The basic mechanisms of human disease and the definition of pathology, including cellular pathology, inflammation, pathology history, diseases of immunity, neo-plasma, infectious diseases, cellular injury and response, inflammation and aging are considered.

BUS 101 Introduction to Business Management

This course has been designed to provide students with a thorough understanding of the 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.

WM 211 Western Nutrition

A study of the biochemical aspects of nutrition, including micro- and macro-nutrients, and the diseases resulting from their deficiency.

AC 301 Acupuncture Anatomy I / Meridian Physiology

This is an introductory course of Meridian Theory, including the concept, characteristics, pathways, functions of the Twelve Regular Channels/Meridians, the Eight Extra Meridians, the Twelve Divergent Meridians, The Fifteen Collaterals, The Twelve Muscle Regions, and the Twelve Cutaneous and the relationship with internal organs in the human body.

3. Didactic Units (30 hours). Prerequisite: none.

AT 603 Acupressure

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 to properly touch, apply pressure, palpate the patient's body, and how to evaluate the quantity and quality of the stimulation applied.

AT 501 Tui-Na I

This is the study of the Chinese method of acupressure and therapeutic massage. This course provides a brief history of the basic principles and manipulation techniques of Chinese massage therapy. Chinese massage therapy and the basic principle which deals with Yin, Yang, Blood and internal organs will be discussed along with diseases involving internal organs.

AT 502 Tui-Na II

This course covers the special physical examination of the vertebrae, each joint, ligaments, soft tissues, and lower extremities. Students will also learn a variety of the basic stage treating techniques.

COURSE OUTLINE

Sample:

Syllabus

1. Course Title Pathology III
2. Course Number BS 112
3. Hours 30
4. Instructor
Name : _____
Phone : _____
E-mail : _____
5. Date/Time of Class
6. Prerequisite
7. Course Description

The basic mechanisms of human disease including cellular pathology and the circulatory, digestive, respiratory, and endocrine systems.

8. **Goals:** To develop and understanding of the causes and mechanisms of disease and the associated alterations of structure and function.

9. **Purpose**

To develop skills of observation, interpretation, and integration needed to analyze human disease.

10. **Objectives**

When provided with the clinical history, the anatomical lesions, and the laboratory data of a patient, to be able to determine the most likely diagnosis and explain the pathogenesis of the disease.

11. **Textbook and References**

Essentials of Human Anatomy and Physiology by Elaine N. Marieb, 8th Edition and *Pathology* by Dr. Yong Ho Kim.

12. **Grading Scale**

A+	95-100
A	90-94
B+	85-89
B	80-84
C	70-74
F	

13. **Requirements**

-	Attendance	60%
-	Midterm	
-	Final	40%

MASSAGE THERAPY-300 HOURS

Prerequisite: None

Educational Objectives:

This course is designed to train a massage therapist who possesses a basic understanding of anatomy/physiology, massage theory, and various massage techniques, knows the benefits and contraindications of massage and can give a professional massage with various techniques.

Occupational Outcomes:

A graduate of this course could become employed as a massage therapist in a health spa, chiropractic office, oriental medicine clinic, physical therapy facility, etc. (334.374-010)
MASSEUR/MASSEUSE

Classes to complete Massage Therapy course:

Anatomy & Physiology I,II	60 hours
Massage Standards & Ethics	20 hours
Massage History & Theory	20 hours
Massage Techniques	60 hours

Massage Applications	60 hours
Massage Practicum	80 hours

Sequence and Frequency of Lessons of Class Sessions: Daytime or Evening class (Mon. – Sat.)

Students attend 25 hours on the average per week finishing this program in 12 weeks.

Sequential and Detailed Outcomes of Subject Matter to be Addressed or List of Skills to be Learned:

To successfully pass the course all students must demonstrate a mastery of the subject matter by receiving a grade of C (70%) or better on all of the exams and assignments.

A graduate of this course could become employed as an acupuncture therapist in a health spa, chiropractic office, oriental medicine clinic, physical therapy facility, etc.

Academic Procedures

GRADING

Grades are recorded for each phase of study as follows:

A	90 - 100% (Excellent)
B	80 - 89% (Good)
C	70 - 79% (Average)
D	60 - 69% (Below average)
F	59% or less (Fail/Unsatisfactory)
W	Withdrawal
P	Pass (for practicum / elective courses)
T	Transfer Credit
CR	Credit
NC	No Credit

Administrative Grading Symbol

SP	Satisfactory Progress
I	Incomplete
RD	Report Delayed
AU	Audit
T	Transfer

A failed test may be retaken another day to obtain a passing score (C or better).

ATTENDANCE

Attendance time is the time between the scheduled starting date of class and the date on which the student formally cancels, enrollment, whether or not the student actually attends class. Actual attendance time is expressed in terms of clock hours. Each clock hour consists of 50 minutes of instruction. Classroom and internship credit will be allowed only for instruction given under the supervision of a certified instructor at an approved location. It is important to arrive before the beginning of the scheduled class or lab/practicum period. Frequent absences are unsatisfactory if they cause the number of hours attended per week to drop below the individual's attendance commitment. More than 3 unexcused absences per class will result in academic consulting with the school administrator. Make-up work may

be arranged by the student with the instructor. Every attempt will be made to accommodate the individual needs of each student.

Any student anticipating a lapse in attendance of one week or longer, ***must request in writing*** a formal leave of absence. Two leave of absences are allowed during any course length. Leave of absence is not computed in the time frame for the course. Any student failing to attend classes without such written notice may have his/her enrollment agreement terminated.

Tardiness is disruptive to a good learning environment and is discouraged. Tardiness without legitimate reason on three occasions in one class will be considered as one unexcused absence.

ACADEMIC REGULATIONS

Each course will have two check points : The first check point is the midway point and those students who are behind will be notified and may be put on academic probation; those students who have not completed at the final check will be notified . An extended period (50% of the course length) may be offered to successfully complete the course. The student will be responsible to arrange time for make-up hours, tests, and other assignments. If the course is not completed by the end of the extended period, the student will be dismissed with a grade of “F”. Progress reports will be issued on a monthly basis, noting the reporting period, academic performance, absences, and tardiness.

GRADUATION REQUIREMENTS

A student will receive a Certificate and Transcript of Completion

- (1) when all tests, assignments, and attendance of the course has been completed successfully,
- (2) payment has been made in full.
- (3) a final interview has been completed at the end of each course.

TRANSCRIPTS & RECORDS

A file will be compiled for each applicant enrolled in the training program. Each student's file is complete with copies of records, reports, and grades. Copies of transcripts are available to the student upon request. Written consent from the student will be necessary to release copies of records to a third party. Requests for transcripts and records should be made to the administration. A nominal administrative fee may be required. Enrollees are advised and cautioned that state law requires this educational institution to maintain school and student records for a period of five years. Student information is not available to anyone without written request/release from the student or a court order.

PLACEMENT ASSISTANCE & JOB REFERRALS

Los Angeles Health Institute placement assistance includes information on interview techniques, writing of resumes, and investigating the marketplace. Once a student graduates, we offer a referral system for job placement. Los Angeles Health Institute receives requests from employers, which are then passed on to graduates. Graduates must keep their files current with the placement department by updating their file monthly in order to receive new placement leads. It is the responsibility of the graduate to schedule an interview with prospective employers. LAHI does not guarantee employment.

OTHER SERVICES

Other student services provided by Los Angeles Health Institute include seminars, guest speakers, optional workshops, and field trips. Arrangements can also be made for individual tutoring, if necessary. LAHI students participate in community activities, such as providing massage therapy at local community events. Currently, LAHI offer English-as-a-second language instruction.

ADMINISTRATIVE POLICIES

APPEALS & RE-INSTATEMENT PROCEDURES

Los Angeles Health Institute reserves the right to discontinue any student's training temporarily or to terminate a student for non-payment of tuition, or failure to abide by Los Angeles Health Institute rules, policies, and procedures, at the discretion of the director. Grounds for dismissal include the use or possession of alcohol or drugs on the premises, fighting or bodily threats to other students or staff members, theft, cheating, or any behavior that is disruptive or may create a safety hazard. If, at any time, a student or faculty member compromises another student or faculty member, this may be grounds for termination. We pride ourselves in the positive attitude and professionalism of our faculty. Whether termination of enrollment is voluntary or involuntary, each student should realize that he/she will remain obligated for the amount of tuition and fees due the school based on the refund policy. If any student is terminated and wishes to appeal, he/she may do so **in writing**, within three (3) days of the termination, to the school director, providing supporting documentation. The school director will decide re-instatement in 10 days after reviewing the appeal documents.

Administration

Director: Jonny Yun L.Ac. Ph.D
Dean of Admission Angie Yi Ac. Ph.D
Financial Director: Johnny Yun Ph.D, L. Ac.
Administrative Assistant: Nicole Yehong Chen Massage Therapist : for Chinese
Dean of Academic Affairs Angie Yi Ph.D., L.Ac.
Program Director Jung un Kim Ph D. (can), L.Ac.

I

ENROLLMENT AGREEMENT

- 300-HOUR MASSAGE CERTIFICATE
 - 500-HOUR MASSAGE CERTIFICATE
 - 1000 HOUR MASSAGE CERTIFICATE

Student ID _____

Last Name	First Name	Middle Initial
Area Code & Telephone		

Mailing Address	City	State
Zip		

Email (Please print legibly)

Los Angeles Health Institute- Catalog

Total Clock Hours to Complete: _____

Start Date: _____ Completion Date:

Non-refundable Registration Fee (\$100 Fee)

\$ _____

_____ Hours: Classroom

_____ Hours: Practicum

STRF Fee \$2.50 (CA required for each \$1000 of tuition. Waive if student already charged in 2010)

\$ _____

TOTAL:

\$ _____

Deposit (minimum registration fee) _____ Date Paid _____

\$ _____

Balance (Due by the first day of class or set up monthly payment plan)

\$ _____

Intended monthly payment plan is \$ _____ for _____ months, plus additional \$20 monthly fee until paid in full for all tuition payment plans. \$ _____ to be paid on the first day of class. I understand that I will incur a \$50.00 fee for any schedule changes of drops made within less than 30 days from the above scheduled start date.

YOU ARE RESPONSIBLE FOR THIS AMOUNT. IF YOU GET A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS ANY INTEREST. THIS AGREEMENT IS NOT BINDING UNLESS SIGNED BY THE STUDENT AND/OR HIS OR HER GUARDIAN AND THE SCHOOL'S REPRESENTATIVE.

Student Signature

Date

School Representative's Signature

Date

LAHI is in compliance with the Bureau for Private Postsecondary Education. If you have any questions, complaints of problems which you cannot work out with the school, write or call the former: Bureau for Private Postsecondary and Vocational Education, 2534O Capital Oaks, Suite 400, Sacramento, CA 95833, toll-free: 888-370-7589 or fax (916) 263-1897..

BUYER'S RIGHT TO CANCEL: You have the right to cancel the Agreement if a course of instruction including any equipment such as books, materials and supplies or any other goods related to the

instruction offered in this Agreement, until midnight of the first day after the first class you attended. Business day means a day on which you were scheduled to attend a class session. Cancellation shall occur when written notice of cancellation is delivered to the address of the School shown on reverse, by mail, hand delivery or telegram. If notice is sent by mail, it is effective when postmarked with postage prepaid. If you cancel this Agreement, the School will refund any money that you paid, less any deduction for equipment not timely returned in good condition, within thirty days after your Notice of Cancellation is received. Veterans maintain refund prorated throughout 100% of the program.

Please Note: For all students except Veterans, once 60% of the course is offered and no drop has been requested, tuition is due in full.

WITHDRAWAL FROM COURSE: You have the right to withdraw from a course of Instruction at any time. The institutional refund policy for the student who withdraws before 60 percent of the course has been offered shall be given a pro rata refund. If you withdraw from the course after the period allowed for cancellation of the Agreement, which is until midnight of the first business day following the first class you attended, the School will remit a refund less a registration fee, applicable, not to exceed \$50.00 within thirty days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned equipment. The refund shall be the amount you paid for instruction multiplied by denominator of which is the total number of hours of instruction for which you have paid.

IF THE AMOUNT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN THIRTY DAYS OF WITHDRAWAL. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY FOR IT.

Students whose entire tuition and fees are paid by a third party organization are not eligible for a refund.

HYPOTHETICAL REFUND EXAMPLE: Assume that a student, upon enrollment in a 300 hour course, pays the full tuition of \$1800, \$100 for non refundable registration and \$150 for equipment as specified in the Enrollment Agreement and withdraws after completing 100 hours without returning the equipment he/she obtained. The pro rate refund to the student would be \$1500 based upon the above calculations. If the student returns equipment in good condition within thirty [30] days following his/her withdrawal, the school shall refund the charge for the equipment paid by the student.

STUDENT TUITION RECOVERY FUND (STRF) The Student Tuition Recovery Fund (STRF) was established by the Legislature to protect any California resident who attends a private postsecondary institution from losing money if they prepaid tuition and suffered a financial loss as a result of the school closing. To be eligible for STRF, you must be a California resident and reside in California at the time of the enrollment agreement is signed or when you receive lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered a California resident. Further, those students who are the recipients of third-party tuition and course costs are not eligible for protection under and recovery from the STRF. To qualify for STRF reimbursement you must file an STRF application with one (1) year of receiving notice from the Bureau that the school is closed. If you do not receive notice from Bureau, you have four (4) years from the date of closure to file a STRF application. If a judgment is obtained you must file a STRF application within two (2) years of the final judgment. It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school

Questions regarding STRF may be directed to: State of California Department of consumer Affairs, Bureau for Private Postsecondary Education, P.O. Box 980818, West Sacramento CA95798, and (916) 574-7720. website::www.bppe.ca.gov.

“Notice: any holder of this consumer credit contract is subject to all claims and defenses that the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof, recovery hereunder by the debtor shall not exceed amounts paid by the debtor hereunder.”

If you have any questions, complaints or problems which you cannot work out with the school, write or call the:

**Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA95798
(916) 574-7720 or (888) 370-7589**

BUYER’S RIGHT TO CANCEL: You have the right to cancel the Agreement for a course of instruction including any equipment such as books, materials and supplies or any other goods related to the instruction offered in this Agreement, until midnight of the first day after the first class you attended. Business day means a day on which you were scheduled to attend a class session. Cancellation shall occur when written notice of cancellation is delivered to the address of the School shown on reverse, by mail, hand delivery or telegram. If notice is sent by mail, it is effective when postmarked with postage prepaid. If you cancel this Agreement, the School will refund any money that you paid, less any deduction for equipment not timely returned in good condition, within thirty days after your Notice of Cancellation is received. Veterans maintain refund prorated throughout 100% of the program.

Please Note: For all students except Veterans, once 60% of the course is offered and no drop has been requested, tuition is due in full.

WITHDRAWAL FROM COURSE: You have the right to withdraw from a course of Instruction at any time. The institutional refund policy for student who withdraws before 60 percent of the course has been offered shall be given a pro rata refund. If you withdraw from the course after the period allowed for cancellation of the Agreement, which is until midnight of the first business day following the first class you attended, the School will remit a refund less a registration fee, if applicable, not to exceed \$50.00 within thirty days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned equipment. The refund shall be the amount you paid for instruction multiplied by denominator of which is the total number of hours of instruction for which you have paid.

IF THE AMOUNT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN THIRTY DAYS OF WITHDRAWAL. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY FOR IT.

Students whose entire tuition and fees are paid by a third party organization are not eligible for a refund.

HYPOTHETICAL REFUND EXAMPLE: Assume that a student, upon enrollment in a 400 hour course, pays the full tuition of \$2000, \$100 for non-refundable registration and \$150 for equipment as specified in the Enrollment Agreement and withdraws after completion 100 hours without returning the equipment he/she obtained. The pro rata refund to the student would be \$1500 based upon the above calculations. If the

student returns equipment in good condition within thirty [30] days following his/her withdrawal, the school shall refund the charge for the equipment paid by the student.

STUDENT TUITION RECOVERY FUND (STRF) The student Tuition Recovery Fund (STRF) was established by the Legislature to protect any California resident who attends a private postsecondary institution from losing money if they prepaid tuition and suffered a financial loss as a result of the school closing. To be eligible for STRF, you must be a California resident and reside in California at the time the enrollment

agreement is signed or when you receive lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered a California resident. Further, those students who are the recipients of third-party tuition and course costs are not eligible for protection under and recovery from the STRF. To qualify for STRF reimbursement you must file a STRF application with one (1) year of receiving notice from the Bureau that the school is closed. If you do not receive notice from Bureau, you have four (4) years from the date of closure to file a STRF application. If a judgment is obtained you must file a STRF application within two (2) years of the final judgment. It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school

Questions regarding STRF may be directed to: State of California Department of consumer Affairs, Bureau for Private Postsecondary Education, P.O. Box 980818, West Sacramento CA95798, and (916) 574-7720.

“Notice: any holder of this consumer credit contract is subject to all claims and defenses that the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof, recovery hereunder by the debtor shall not exceed amounts paid by the debtor hereunder.”

CERTIFICATE OF COMPLETION: Student will receive a certificate of completion when the following conditions are met:

- 100% attendance. All absences must be made up via the following options: attend makeup classes within a subsequent course or clinic, arrange for a private or semi-private tutorial with Instructor (at Instructor’s rate) and submit logged practicum for total missed hours per class, or submit a written paper authorized by administration and assigned by instructor when appropriate. Make-up classes are charged at 50% of current tuition cost; clinics no charge.
- Passing grade on all required written exams and bodywork evaluations within program
- Submission of required log sheet documenting class attendance, clinics, make ups coaching, community service and receiving bodywork hours
- Completion of financial agreements

My signature below certifies that I have read, understood and agreed to my rights and responsibilities, and that the institutions cancellation and refund policies have been clearly explained to me

Student Signature

Date

School Representative’s Signature

Date

II **ENROLLMENT AGREEMENT**

**Massage Therapist Certificate Program
300,500,1000 ,1500hours.**

Student ID _____

Student Name: _____ Data of Birth: _____

Address ; _____

E-mail : _____

Tel # : _____ SS# _____

Total Clark Hours to Complete : _____

Start Date: _____ Completion Date: _____

1. Total Hours Enrolled: _____ Hours

2. Application Fee (non refundable) **\$100.00**

3. Cost per Hours (See schedule of fees for current tuition) \$ _____

4. Total Tuition (Line 1 multiplied by Line 3) \$ _____

5. STRF* Assessed

(Line 3 multiple by 0.0025.Ca required for each \$1,000 of tuition. Waive if student already chard in 2010) \$ _____

6. Other Fees \$ _____

7. Total fees Due (Add Lines 3-6) \$ _____

8. Initial Deposit \$ _____

9. Remaining Balance Due (Subtract Line 7 from Line 7) \$ _____

Payment Plan

Student agrees to pay Los Angeles Health Institute located at:4017 West Wilshire Blvd. Los Angeles, CA 90010

Sum of \$ _____ .00 in monthly installments of \$ _____ .00

First tuition payment payable on _____ 20 _____ and all subsequent tuition and all

subsequent tuition payments on the same day of each month until paid in full. Tuition payments not received within ten(10)days of the above due date will be subject to a **LATE CHARGE of \$50.00.**

Students Right To Cancel

Student has the right to cancel this Agreement for a course of instruction including any equipment such as books, materials and supplies or any other goods related to the instruction offered in this Agreement, until midnight of the first day after the first class you attend. Cancellation shall occur when written notice of cancellation is delivered to the School, by mail, hand delivery or telegram. If you cancel this Agreement, the school will refund any money that you paid, less any deduction for equipment not timely returned if good condition, within thirty days after your Notice of Cancellation is received. Veterans maintain refund prorated throughout 100 % of the program.

The student has a right to a full refund of all charges less \$100.00 for the Application Fee if student cancels this agreement prior to or on the first day of instruction.

Please note : for all students except Veterans, once 60% of the course is offered and no drop has been requested, tuition is due in full

(Ed. Code §94909(a)(8)(B))

You have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. CEC 94911(e)(1) If you wish to cancel this agreement, provide a written notice that states that you no longer wish to be bound by this agreement. Your notice must be timely delivered to the institution. If your notice is mailed, it must be postmarked on or before the date notice is required.

Student Withdraw / Refund Policy

You have the right to withdraw from a course instruction at any time. The institutional refund policy for students who withdraws before 60 % of the course has been offered shall be given a pro rata refund. If you withdraw from the course after the period allowed for cancellation of the Agreement, which is until midnight of the first business day following the first class you attended, the school will remit a refund less a application fee. I applicable, not to exceed \$50.00 within thirty day following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned equipment. The refund shall be the amount you paid for instruction multiplied by fraction, The numerator of which the number of hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid.

Students whose entire tuition and fees are paid by a third party organization are not eligible for a refund.

Los Angeles health Institute complies with the requirements of the California Administrative Code, Section 19247. Under this code, the minimum refund allowed shall be as follows:

Percent of Attendance Time

Up to 10% if class attendance hours:	90%
Over 10% - 30% of class attendance hours:	70%
Over 30% - 50% of class attendance hours:	50%
Over 50% of class attendance hours:	No Refund

STUDENT TUITION RECOVERY FUND (STRF)

The Student Tuition Recovery Fund (STRF) was established by the Legislature to protect any California resident who attends a private postsecondary institution from losing money if you prepaid tuition and suffered a financial loss as result of the school closing, failing to live up to its enrollment agreement, or refusing to pay a court judgment. Commencing January 1, 2003, STRF shall be collected from new students at the rate of two dollars and fifty cent (\$2.50) per thousand dollars of tuition paid, rounded to the nearest thousand dollars.

To be eligible for STRF, you must be a "California resident" and reside in California at the time the enrollment agreement is signed or when you receive lessons at a California mailing address from approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered a "California resident."

To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, you have four years from the date of closure to file a STRF application. If a judgment is obtained you must file a STRF application within two years of the final judgment. It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school.

Questions regarding the STRF and unresolved complaints may be directed to:

Bureau for Private Post-Secondary and Vocational Education

2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833,

Website: www.bppe.ca.gov,

☎ (916) 4316959. Toll Free Number (888)370-7589, Fax: (916)263-1897.

COMPLAINT

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov CEC 94911(j)(2)

CERTIFICATE OF COMPLETION

Students will receive a certificate of completion when the following conditions are met:

- 100%attendance, All absences must be made up via the following options: attend makeup class within a subsequent course or clinic, arrange for a private or semi-private tutorial with Instructor and submit a written paper authorized by administration and assigned by Instructor when appropriate. Make-up classes are charged at 50% of current tuition cost, clinics no charge
- Passing grade on all required written exams and bodywork evaluations within program.
- Submission of required log sheet documenting class attendance, clinics, make up coaching community service and receiving bodywork hours
- Completion of financial agreements.

I understand that a Certificate cannot be conferred until all my financial obligations have been completed or otherwise cleared with the registrar.

I have read and understood this agreement and the refund policy in the catalog of Los Angeles Health Institute before signing. Further, I understand that my tuition does not include books and materials. Also, I received a copy of the school catalog and have read and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.

Student Name: _____

Signature: _____

Date: _____

Address: _____

School Representative's Name & Signature:

Date : _____

CANCELLATION & REFUND

BUYER'S RIGHT TO CANCEL

You have the right to cancel the enrollment agreement and obtain a refund. Los Angeles Health Institute will refund the unused portion of tuition fees and other charges if the student does not register for the period of attendance or withdraws from there at any time prior to completion of the courses, or otherwise fails to complete the period of enrollment. The refund policy of Los Angeles Health Institute for students who have completed 60 percent or less of the course of instruction shall be a pro-rate refund for the unused portion of the tuition and other refundable charges. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that you are no longer wish to be bound by this Agreement.

Cancellation:

To cancel the contract for school, mail or deliver a signed and dated copy of your written cancellation

Los Angeles Health Institute- Catalog

notice to Los Angeles Health Institute of the address shown on the front page of this catalog, no later than midnight of the date that is the first business day following: (a) the first class session that is attended, (b) the students receipt of the Notice of Cancellation or (c) the students receipt of the Enrollment Contract and other required disclosures, whichever is later. If the cancellation notice is mailed to the school, it becomes effective as of the postmark, if properly addressed with proper postage.

Withdrawal:

Withdrawal occurs when the student communicates to Los Angeles Health Institute that they wish to cancel the enrollment contract after the cancellation period. Withdrawal must be executed in writing and received by Los Angeles Health Institute.

Tuition refund upon cancellation prior to first day of instruction:

Los Angeles Health Institute shall refund 100% of the amount paid for instructional charges, less a registration fee of \$100 and applicable STRF fee, if notice of cancellation is made prior to or on the first day of instruction. Any notification of withdrawal or cancellation and any request for a refund are required to be made in writing. A form for withdrawal/cancellation may be requested from the business office and submitted in person or mailed to: LAHI ATTN: School Director, 4017 Wilshire Blvd, Los Angeles, CA 90010.

REFUND INFORMATION:

A student has the right to withdraw from a course of instruction at any time. Withdrawal from a course after instruction has started will result in a pro-rata refund for the unused portion of the tuition and other refundable charges until completed 60 percent or less of the course of instruction. The school will remit a refund, less an Application fee of \$100.00 and STRF fee, within 30 days following a student withdrawal. The student is obligated to pay only for educational services rendered and for books, materials and supplies that cannot be re-sold as new. To determine the refund, a student would deduct the (1) Application fee of one hundred dollars (\$100) along with applicable STRF fee and books, materials & supplies charges (if not returned in "as new" condition) from the total fees. Divide the result by the number of hours in the program. The result is the hourly charge for the program. Multiplying the hours attended by the hourly charge for instruction, plus the registration fee and the documented cost of any books, materials & supplies equals the amount owed by the student.

For example, if the student completes only 100 hours of a 300-hour course (or 200 hours of instruction *not* received), returns all equipment, books and supplies in "as new" condition and paid:

Example :

Tuition	\$1,000.00
Application Fee	100.00 (<i>non-refundable</i>)
Books & Supplies	200.00 (<i>must be returned in "as-new" condition</i>)
STRF Fee	—
Total Fees Paid	\$1,300.00

In this example, the student would receive a refund of \$632.50

Total paid	\$ 1,300.00
Minus (-) Application Fee	(100)
Minus (-) Books & Supplies	(200)
Minus (-) STRF Fee]
Result	\$1,000
Divided by (300) hrs in the program	300 hrs
Result = hourly charge	3.30
Hours attended 100 hrs	
Times (x) hourly charge	<u>100</u>
Result	\$330.00
Plus (+) Registration Fee	100.00 (<i>non-refundable</i>)
Plus (+) STRF Fee	2.50 (<i>non-refundable</i>)

Books & supplies

\$200.00 (for the purpose of this example, all books, supplies and materials)

Equals Amount owed by the Student \$667.50

Refund Amount \$632.50

The student shall return books, materials and supplies to Los Angeles Health Institute within 30 days following the date of a student notice of cancellation or withdrawal. If the student fails to return the books, supplies or other materials, in condition that allows the items to be re-sold as new within the 30 day period, Los Angeles Health Institute may deduct the documents from any refund that may be due to the student. Once a student pays for the books, supplies or other materials, he/she may keep them without further obligation. If the student cancels the Los Angeles Health Institute will refund any money paid, less any deduction for books, supplies or other materials not returned in iias newii condition, within 30 days after the student notice of cancellation was received. Tuition and fees paid by any third party payer on behalf of a student will be credited or refunded back to the same third party payer. If the school cancels or discontinues a course, the school will make a full refund of all charges. Refunds will be paid within 30 days. If the amount that a student paid is more than the amount that he/she owed for the time attended, then a refund will be made. If the amount that a student owed is more than the amount he/she has already paid, then the student will have to make arrangements for payment of the balance due. Los Angeles Health Institute will pay or credit refunds due on a reasonable and timely basis, within 30 days following the date upon which the student's withdrawal or cancellation has been determined. Tuition paid by a third party on behalf of the student will be refunded to the third party, NOT the student. If any portion of your tuition was paid from the proceeds of a loan, then the refund will be credited or 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.

STUDENT TUITION RECOVERY FUND

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 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."

(b) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a 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:

The school closed before the course of instruction was completed.

1. 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.
2. 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.
3. 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.
4. 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.

QUESTIONS

Any questions 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

Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833. Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818

Phone Number: (916) 431-6959 Toll Free: (888) 370-7589 Fax Number: (916) 263-1897, www.bppe.ca.gov

STUDENT GRIEVANCES

From time to time, differences in interpretation of school policies will arise among students, faculty, and/or the administration. When such differences arise, usually a miscommunication or misunderstanding is a major contributing factor. Therefore, we urge both students & staff to communicate any problems that arise directly to the individual(s) involved. If the problem cannot be resolved in this manner, the Director of the School should be contacted. Normally the informal procedure of "discussing" the difference will resolve the problem. If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the appropriate state agency, being the Bureau for Private Postsecondary & Vocational Education. The student may contact the Bureau for further details.

Grievance Committee

Directors, Faculty, Staff.

Inquiries concerning the standards or school compliance may be directed to the:

Bureau for Private Postsecondary and Vocational Education

Physical address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833

Mailing address: P.O. Box 980818, West Sacramento, CA 95798-0818

Phone: (916) 431-6959. Toll Free Number (888)370-7589.
FAX: (916) 323-6571 Website :www.bppe.ca.gov

DRUG PREVENTION/ AWARENESS

Information brochures and phone numbers regarding drug prevention and awareness are provided in the Massage/Acupressure Technician Student Guide and in the office.

DISCLAIMERS

Los Angeles Health Institute (LAHI) will not be responsible for any statement of policy, placement activity, curriculum, or facility that does not appear in the school catalog. LAHI reserves the right to add, subtract, or alter any course, dates, sequencing, prerequisites, costs, instructors, and any training related matter as dictated by student attendance, instructor availability, or for any other reason, at any time, without notice. The student acknowledges that LAHI does not guarantee employment. The student also acknowledges that LAHI, its agents, and employees make no representations or warranties that successful completion of any course will make the student eligible for any municipal, county, state, or other government license which may be required for employment of any type. The student acknowledges that he/she is aware that some municipalities, counties, or other entities may require successful completion of further testing as a prerequisite in obtaining a license for the purpose of employment in the field of massage/acupressure or related fields.

LICENSING

The State of California does not issue a state license for massage therapy. However, in most cases, licenses are required and are issued by cities and counties. The cities and counties are not uniform in their standards, which creates a range of requirements from 100 to 1000 hours of education before city or county licenses are issued. Some cities and counties provide for recognition of national massage organizations, resulting in licensing requiring fewer hours of education, if membership or ability to gain membership can be documented. However, membership in an organization is not a requirement for licensing. Each prospective student is encouraged to contact the business license departments of the cities and counties where employment is desired and ask for a copy of the massage practitioner regulation to determine which courses satisfy licensing requirements for that locality.

NATIONAL BODYWORK ORGANIZATIONS

Los Angeles Health Institute recommends bodywork related program graduates that its graduates seek membership in one or more national organizations, such as the American Massage Therapy Association (AMTA) or Associated Bodywork and Massage Professionals (ABMP). Benefits include liability insurance, increased professional status in the eyes of the public, opportunity to network with others, continued education, voice in improving licensing laws, etc.

CALENDAR & SCHEDULE

OFFICE HOURS:

Monday Thru Friday 10:00 AM To 6:00 PM
Classes are usually conducted Monday through Friday.
Additional classes may be offered on weekend.

** Class schedule is subject to change without notice. Please call or write to the school for current schedule.*

HOLIDAY SCHEDULE

Los Angeles Health Institute is open all year round with the following holiday exceptions:

- ❖ New Year's Day
- ❖ Labor Day
- ❖ President's Day
- ❖ Thanksgiving Day
- ❖ Memorial Day
- ❖ Christmas Day
- ❖ Independence Day

In addition to the above holidays, Los Angeles Health Institute may be closed due to unexpected emergencies.

Faculty

Angie B. Yi Ph.D. L. Ac.

Gilbert Yi Pharm D.L.Ac

Johnny Yun Ph.D. L.Ac

Yu Shih Ph.D. L.Ac

Byung Soo Choi Ph.D. L. Ac

Jung Un Kim Ph.D. L.Ac

Instructors

Clara Lee: National Certified Massage Therapist. Certified Massage Therapist of Ca. .

Yu-Cheng Guan: Instructor Assistant in BPPE

Nicole Yihong Chen : National Certified Massage Therapist

Information of Personnel

Johnny Yun, L.Ac.Ph.D. Martial Art Therapist

Yun has practiced Hap Ki Do (Martial Art) since 1963 and he obtained his bachelor and master's degree of martial art from American National University. He has received many certificates of appreciation from various organization including South Gate city and San Diego U.S. Marine Corp. He has teaching experience of acupressure and martial art therapy at California Education Institution and American National University. He received Master of Science in Oriental Medicine from California Trinity University. He holds current California Acupuncture License.

Gilbert Yi, L.Ac, Pharm. D

Dr.Yi is a Licensed Acupuncturist in California and Doctor of Pharmacist. He graduated Dongguk-Royal University in Oriental Medicine and graduated University of Southern California major in Pharmacy. He also trained from Dr.Yang for Tui-Na (Chinese Massage),and as Professor of Pharmacology with Dongguk-Royal University and Emperor College.

Yu Shih, Ph.D. L.Ac

Doctorate :Pacific College of Oriental Medicine. Master of OM: Dongguk Royal University .Bachelor: University of California, Irvine. He has certificate of Instructor from BPPE.

Boksoon Yi, L.Ac. Ph. D.

Yi completed Ph.D. program of Acupuncture and Oriental Medicine at Yuin University in Compton, California. She holds current California Acupuncture License. She has MSOM from Dongguk Royal University. She has teaching and school staff experience at Yuin University, Dongguk –Royal University. California Acupuncture Board: License # AC 2980

Byung Soo Choi, Ph.D. L.Ac

Doctoring program of Oriental Medicine at Yuin University. MSOM from Dongguk Royal University. He has 15 years teaching experience.

Clara Lee, Certified Massage Therapist

She has National Certified Massage Therapist and Certified Massage Therapist of California. She has many years experience teaching in practical massage field.

Jung Un Kim, Ph.D. L.Ac

He completed Doctorial program of Medical Hypnotherapy at Loadland University in Los Angeles ,California. Master in Oriental Medicine from California Trinity University. Bachelor Degree in Biology.

Los Angeles Health Institute

4017 Wilshire Blvd. L.A. Ca 90010

[Tel:213-389-0007](tel:213-389-0007) Fax: 213-387-5963. Email:lahiedu2012@yahoo.com.



