



Select Therapy Institute Inc.



School Catalog

2012

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FROM THE OWNER

WELCOME

Dear Student,

Welcome to **SELECT THERAPY INSTITUTE INC** and thank you for selecting us to assist you in obtaining your desired Massage training. You are now entering into a field experience that will hopefully provide you with the opportunity for a successful future in the Healing Arts industry.

At **SELECT THERAPY INSTITUTE INC** we offer you the basic training in Massage Therapy and Holistic healing arts. We place emphasis on how to be successful in the marketplace and how to be successful at every operation necessary to create the lifestyle you desire. This means hard work, dedication, and practice on your part. You will practice shop management, business concepts, and the psychology of personal success.

It is a pleasure to have you join us at **SELECT THERAPY INSTITUTE INC**. My goal is to help you discover your ability to transform your life by your training. The degree of your success will depend on the effort you are willing to apply during the entire course of your training.

Sincerely, Ms. Kai Di Director

MISSION STATEMENT & EDUCATIONAL OBJECTIVES

MISSION STATEMENT. **SELECT THERAPY INSTITUTE INC** strongly believes in preparing the student to become a successful professional in the study of Holistic Science and the Healing Arts.

EDUCATIONAL OBJECTIVES: Our objective is to provide each enrolled student with a high-quality program, in an environment conducive to attaining all the basic skills to become employable in the field of the Healing Arts. Upon completing the course of study the graduate student should be able to function effectively and gain entry level employment in one of the many specialty areas such as: Massage Therapist, Sports Medicine Technician. Normal progression should move him or her to positions such as Massage Clinic Manager, Massage Clinic Owner.

Students will be introduced and provided structured instruction in a state-of-the-art learning environment. Under these conditions, students acquire hands-on experience and acquire the knowledge and techniques needed to successfully complete their program of study. Students are encouraged to utilize the resource library, which can supplement their learning experience. Our school simulates clinic conditions to help our students "learn-by-doing", with modern equipment and a variety of supplies that help enhance the student's product knowledge. Our objective is to help the student become "clinic-ready" for an entry level position of employment in a Massage Clinic, Sports Clinic or Chiropractors office.

SELECT THERAPY INSTITUTE INC faculty is exhibited daily in the classroom and in the clinic. This core staff is supplemented on a regular basis through the use of Guest lecturers, Doctors and trainers from the massage industry with proven expertise in the Massage and Healing Arts field.

FACILITIES: **SELECT THERAPY INSTITUTE INC** is a spacious (2,036 sq. ft.) air-conditioned, one story modern facility accessible to all public transportation. The location is 2209 North San Gabriel Blvd., Suite C Rosemead, CA 91770. The facility consists of combined lecture/lab rooms, workshop areas, administrative offices, student resource library and student and faculty lounge. The school, the facility it occupies and the equipment it utilizes fully comply with any and all Federal, State and Local laws, regulations and ordinances; this includes those requirements as to fire safety, building safety and health regulations.

SELECT THERAPY INSTITUTE INC welcomes all persons interested in a career. We are happy to have you visit the school at any time. Come in and see our student facilities and the teaching staff and consider the many advantages for our serious student. We will be pleased to answer all of your questions.

FOR HANDICAPPED STUDENTS: Access for handicapped students to the institution's facilities is not available at the school. This institution does not offer special facilities or programs for the handicapped.

APPROVAL DISCLOSURE STATEMENT

SELECT THERAPY INSTITUTE, was granted institutional approval from the Bureau for Private Postsecondary Education (Bureau) PO Box 980818, West Sacramento, CA 95798-0818, pursuant to California Private Postsecondary Education Act of 2009 (CPPEA).

§94802

- (a) *An institution that had a valid approval to operate on June 30, 2007, issued by the former Bureau for Private Postsecondary Education pursuant to former Chapter 7 (commencing with Section 94700) of Part 59 of Division 10 of Title 3 of the Education Code, as it read on June 30, 2007, shall maintain that approval under this chapter. For the purposes of this chapter, the approval to operate shall be valid for three calendar years after the expiration date of the approval, as it read on June 30, 2007.*
- (b) **Applications to renew an approval to operate that had been pending action before the former Bureau for Private Postsecondary Education on June 30, 2007, shall be deemed processed as follows:**
 - (1) **Applications received prior to January 1, 2006, shall be granted an approval to operate until 2012 to coincide with the anniversary date of the current approval to operate date.**
 - (2) **Applications received after January 1, 2006, shall be granted an approval to operate until 2013 to coincide with the anniversary date of the current approval to operate.**
- (c) *Students seeking to enroll in institutions approved under subdivision (b) shall be notified in writing by the institution, prior to executing an enrollment agreement, that, although the institution was approved to operate by the former Bureau for Private Postsecondary Education, the institution's application for reapproval to operate has not been reviewed by the bureau pursuant to this chapter.*

Institutional approval must be re-approved every five years and is subject to continuing review. Courses approved and currently being offered: Massage Therapy Program-1000, 650, 600, 500, 300, 150 Hours and Foot Reflexology 250 hours.

Instruction is in residence with facilities occupancy level accommodating 20-40 students at anyone time. Prospective enrollees 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. This school currently does not have available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees. The following are state programs, bureaus, departments or agencies which set minimum standards for our program of studies in accordance with the act to amend Sections 27, 101, 146, 149, and 473.1 of the Business and Professions Code, to add Chapter 8.5 (commencing with Section 95000) to, and to add and repeal Chapter 8 (commencing with Section 94800) of, Part 59 of Division 10 of Title 3 of the Education Code, relating to private postsecondary education. Specifically this includes the §94800. This chapter shall be known, and may be cited, as the California Private Postsecondary Education Act of 2009. Hereinafter called the Bureau, BPPE, BUREAU FOR PRIVATE POSTSECONDARY EDUCATION

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the owner: Ms. Kai Di. Information in the contents of this school catalog is current and correct and is so certified as true by: Ms. KAI DI, Owner. Unresolved complaints may be directed to the: BUREAU FOR PRIVATE POSTSECONDARY EDUCATION, at PO Box 980818 Sacramento, CA (95798-0818), www.bppe.ca.gov, (916) 431-6959.

STUDENT TUITION RECOVERY FUND STATEMENT

State of California STUDENT TUITION RECOVERY FUND: California law requires that, upon enrollment, a fee be assessed the institution in relation to the cost of tuition (Education Code Section 94923, 94924, 94925, 95000, and 9510). These fees support the Student Tuition Recovery Fund (STRF), a special fund established by the California Legislature to reimburse students who might otherwise experience a financial loss as a result of: a) the closure of the institution before the course of instruction was completed, b) 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 c) The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to payer reimburse proceeds received by the school prior to closure in excess of tuition and other costs, d) the school's breach of anticipatory breach of the agreement for the course of instruction, or d) a decline in the quality or value of the courses of instruction within the 30 days before the school closed, or if the decline began earlier than 30 days prior to the closure, a time period of decline determined by the Bureau, e) the school committed fraud during the

recruitment or enrollment or program participation of the student You may be eligible for STRF if you were a student that was unable to collect a court judgment entered against the school for violation of the Private Postsecondary Education Reform Act of 1989.

You must pay the state imposed fee for the Student Tuition Recovery Fund (STRF) if all the following applies to you: You are a student who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans and your total charges are not paid by either 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 fee if either of the following applies: You are not a California resident and your charges are paid by a third party, such as an employer, government program or other payer, and if you have no separate agreement to repay the third party. (New Education Code 94944 (a)(b) The fund protects only California students. Institutional participation is mandatory. It is important that enrollees keep a copy of any enrollment agreement, contract, or application to document enrollment; tuition receipts or canceled checks to document the total amount of tuition paid. Such information may substantiate a claim for reimbursement from the STRF, which must be filed within one year of the Bureau's service on the student of their rights under the STRF, or if no notice of rights are served to the student, within four years of imputations closure. For further information or instructions contact: THE BUREAU FOR PRIVATE POSTSECONDARY EDUCATION PO Box 980818, West Sacramento, CA (95798-0818), www.bppe.ca.gov, (916) 431-6959.

REQUIRED STATEMENTS

(A) "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 PO Box 980818 West Sacramento, CA 95798-0818, www.bppe.ca.gov, (916) 431-6959."

(B) "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."

(C) "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 telephone number) or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov." §94909(a)(3)

BANKRUPTCY STATUS:

SELECT THERAPY INSTITUTE INC does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.) §94909(a)(12)

CATALOG OF ENTRY

When a student is admitted, the school accepts the responsibility to provide the vocational/academic program in which the student has enrolled. To accomplish this goal, all programs are under constant review for improvement and updating to best meet the demands of the job market.

If any program requirements are changed, students already enrolled will be protected from any hardship resulting from such changes. Consequently, the course and the unit hour requirements stated in the catalog at the time of the student's start date shall determine that student's graduation requirements.

Restarts however, will be required to meet new program requirements.
Catalogs in force at the restart date will become the catalog of entry

STATEMENT OF NON-DISCRIMINATION

As a learning institution, **SELECT THERAPY INSTITUTE INC** must continuously address issues of diversity and multiculturalism. Every member of Westcliff Academy Inc community is expected to engage in action that leads towards the development of a more democratic and inclusive community. Proactive efforts towards increasing diversity and the elimination of discrimination are necessary in our **SELECT THERAPY INSTITUTE INC**.

In accordance with Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, Executive Order 11246, Title IX of the Education Amendments of 1972, Section 503 and 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act, the Vietnam Veterans Readjustment Assistance Act of 1974, and all other applicable civil rights and nondiscrimination statutes, **SELECT THERAPY INSTITUTE INC** prohibits discrimination on the basis of race, color, religion, sex, national origin, age, ancestry, disability, and veterans status.

EQUAL OPPORTUNITY POLICY

SELECT THERAPY INSTITUTE INC is also proud of its goal to help all individuals realize their potential. To this end, **SELECT THERAPY INSTITUTE INC** is committed to providing an equal opportunity for all qualified individuals to be considered for employment, benefits and conditions of employment, educational programs and activities, regardless of race, religion, color, sex, disability, national origin, ancestry, age, veteran status, sexual orientation, marital status or parental status. **SELECT THERAPY INSTITUTE INC** leaders and supervisory personnel shall recruit, hire, train and promote persons in all job titles utilizing only valid requirements related to the position functions. A school community that provides equal opportunity in hiring and all conditions of employment will make significant strides towards the elimination of discrimination. Thus, **SELECT THERAPY INSTITUTE INC** applauds every effort to create a positive working and learning environment for all individuals. For more information regarding non-discrimination or to resolve complaints contact the school's President/Executive Director.

SUBSTANCE ABUSE

SELECT THERAPY INSTITUTE INC recognizes that individuals sometimes use substances such as alcohol and drugs to an extent that impairs their abilities. This policy is implemented because **SELECT THERAPY INSTITUTE INC** believes that any students' impairment due to the use of substances is likely to place that student, other students, employees, and other personnel, at risk.

Our policy on substance abuse remains consistent whether alcohol, marijuana, illegal prescription, and/or controlled substances are at issue. For the purposes of this policy, "substance" refers to any of the above. "Impairment" or "being impaired" refers to a state in which normal physical or mental faculties in use at school have been detrimentally affected by a substance. A "substance abuser" is anyone who uses drugs for non-medical purposes, and this use detrimentally affects academic performance or interferes with normal social adjustment at school.

Any student attending school while impaired or who becomes impaired while at school will be found in violation of school policy and will be subject to severe disciplinary action. Such action can include suspension, dismissal, or other penalty appropriate to the circumstances. Likewise, the use, possession, transfer, or sale of any substance on school premises or in any **SELECT THERAPY INSTITUTE INC** parking space, storage area, or job site, is prohibited and subject to severe disciplinary action. Students using prescription drugs have a duty to report this to their instructors, and school officials in case an adverse reaction to the medication occurs while at school, and in case the student is falsely accused of using an illegal substance. When a student is involved in the use, possession, transfer, or sale of a substance in violation of this policy, **SELECT THERAPY INSTITUTE INC** may notify the appropriate authorities. Such notice will be given only after the incident is investigated and reviewed by the Director.

Substance abuse is both a school and a medical problem. **SELECT THERAPY INSTITUTE INC** is aware that substance abuse is a complex public health issue that has both physical and emotional consequences for students, their families, and other social relationships. Any psychological or physical problem effecting students' academic performance is the concern of **SELECT THERAPY INSTITUTE INC**.

Any instructor suspecting a substance abuse case should discuss the matter with the Director immediately. Because each case is different, the handling and referral of the case must be coordinated between the instructor and Director. **SELECT THERAPY INSTITUTE INC** maintains a referral service for students with substance problems. Counseling and referrals are provided on a confidential basis. Voluntary, successful participation in a recovery or rehabilitation program may be a mitigating factor in disciplinary action depending on the particulars of each case. While **SELECT THERAPY INSTITUTE INC** does not require students to get help, he or she may ask the school for it. In some cases, disciplinary action may be suspended, or the student may be placed on probation, pending the successful completion of a recovery program. Students who enter a rehabilitation program due to performance or behavior problems resulting from substance abuse are subject to dismissal for failing to successfully complete the program.

SELECT THERAPY INSTITUTE INC is concerned with its students' privacy, especially when matters of a medical or personal nature are concerned. As long as such information is not required for police or security purposes, **SELECT THERAPY INSTITUTE INC** shall maintain student information in confidence, but subject to release to authorized school personnel on a "need to know" basis. An exception to this rule exists when the student signs a release for the transfer of such information to designated persons or agencies.

ADMISSION POLICY

"A student shall enroll solely by means of executing an enrollment agreement. The enrollment agreement shall be signed by the student and by an authorized employee of the institution." §94902(a)

- 1) You must be 18 years of age or older, past the age of compulsory education.
- 2) You must submit \$250.00 non-refundable registration fee.
- 3) If you have graduated from a regionally accredited high school, you will be eligible for admission to <SCHOOL>.
- 4) You will be asked if you have a high school diploma. If you do, then provide a copy of the diploma or official transcript. If you do not have a copy of your diploma or official transcript, you will need to fill out the **REQUEST FOR TRANSCRIPT** form. It is your responsibility to mail or deliver the **REQUEST FOR TRANSCRIPT** form to the school you graduated from and have the high school send the copy to the Admissions office. You may not begin a program of study until a copy of the diploma or official transcript is received by <SCHOOL>.
- 5) If you have passed The Certificate of Proficiency, based on completion of the High School Proficiency Examination with satisfactory scores, you will be eligible for admission to <SCHOOL>.
- 6) If you have earned The California High School Equivalency Certificate (G.E.D.), you will be eligible for admission to <SCHOOL>.
- 7) If you have an Associate, Bachelor, Master's or Professional Doctoral degree from a national or regional accredited institution, you will be eligible for enrollment.
- 8) If you do not have a high school diploma or equivalent, you must take the **Wonderlic Basic Skills Test™**. This must be arranged with an independent test administrator. No further progress in the enrollment process can proceed until the results of the **Wonderlic Basic Skills Test™** are received. You may not proceed further until the results of this exam have been received by the school. A graduate of a non-accredited high school, who is at least 18 years of age, or a transfer from a non-accredited collegiate institution, may be admitted if the President/Executive or designee determines the student is capable of profiting from the instruction offered at <SCHOOL> and they successfully pass the **Wonderlic Basic Skills Test™**. A **minimum Verbal score of 200** and a **minimum Math score of 210** are required. If admitted, you will be on a provisional status and thereafter must comply with all school rules and regulations and remain in good standing as a condition of remaining enrolled at <SCHOOL>. Upon completion of 5 units of work at <SCHOOL> with a minimum grade-point average of 2.0, full status will be granted.
- 9) Testing must be completed prior to signing the **ENROLLMENT AGREEMENT**. You will be notified of your test results in person, by mail, email, or by telephone.
- 10) You must take an entrance examination. It takes about 20 minutes, to determine if you are ready to enroll in the program you have chosen.
- 11) School requires a personal, on-campus interview with you prior to acceptance into any program. The school encourages parents and spouses to attend the interview. This gives you and your family the opportunity to see the campus equipment and facilities and to ask specific questions relating to the campus, the curriculum, and the career training being considered. The personal interview also gives the school the opportunity to meet you and evaluate your qualifications and aptitude.
- 12) You must meet the physical requirements of the program in which you wish to enroll.
- 13) Official transcripts from all secondary or postsecondary institutions attended, certifying a grade point average of at least 2.0 (4.0 scale). Foreign transcripts, not in English, must be submitted together with certified English

translations.

- 14) Students applying outside the United States, Canada, United Kingdom, Australia, New Zealand, or other English speaking countries must provide the institutional copy of scores from the Test of English as a Foreign Language (TOEFL) for international students whose native language is not English, and who studied in a language, other than English at the high school level. **Paper-based TOEFL – All part scores at least 57: Computer-based TOEFL – at least 23, Essay at least 4.0.** Testing must be completed prior to signing the **ENROLLMENT AGREEMENT**. You will be notified of your test results by the testing agency. You must provide a copy of the results of the test.
- 15) You must provide medical proof of immunization. (if required by your program of study)
- 16) You must pass a medical examination conducted by your physician. (if required by your program of study)
- 17) You must have the proper student visa or the right to work in the United States. (if required by your program of study)
- 18) You must have, by the first day of class, the results of a Live Scan background check. (if required by your program of study)
- 19) Our school does not recruit students already attending or admitted to another school offering a similar program of study.

FOR INTERNATIONAL STUDENTS:

I-20 cannot be processed until all items in this checklist have been received in completed form.

- 1) Completed I-20 Application Form.
- 2) Official bank letter and sponsor letter or endorsement (less than three months old)-U.S. \$ 15,000 per year.
- 3) Payment
- 4) A photocopy of the page from your passport showing your full legal name, birth date, passport expiration date, and photograph
- 5) For F-1 transfer students only: A transfer letter from the school you have been attending or a copy of your most recent I-20, a copy of your I-94, and a copy of your F-1 Visa.

ENROLLMENT PROCEDURE:

The proper sequence for enrollment is as follows: You will complete the **APPLICATION FORM** about your personal, education, and employment history, as well as your area of occupational interest. Upon completion of the **APPLICATION FORM**, you and the buying committee if applicable will be taken on a tour of the school by the Admissions Representative. This tour includes an explanation of what goes on in each classroom and lab as well as a review of the course equipment and materials. You will be encouraged to talk with students and teachers about the school and its programs. You will sign the **TOUR OF SCHOOL** form.

1. The Admissions Representative will conduct an interview using the **ADMISSION INTERVIEW** form to determine your goals and expectations.
2. **REQUEST FOR TRANSCRIPT** (if needed). The Admissions Representative will help you fill out this request and explain that until a copy of the transcript has been received, you can be enrolled but cannot start the educational program until the transcript has been received.
3. You will be given a tour of the school. The Admissions Representative will fill out the **TOUR OF SCHOOL** form.
4. After the tests are evaluated and graded, the Admissions Representative will discuss the results with you. The Admission Representative will recommend the general and specific courses needed to achieve your goals.
5. The Admissions Representative will give you a copy of the **CATALOG** and go through the catalog with you.
6. You will receive a copy of the **SCHOOL PERFORMANCE FACT SHEET** for the program in which you wish to enroll. The Admissions Representative will explain each item on the **SCHOOL PERFORMANCE FACT SHEET**. You must initial each item after it has been discussed. When the **SCHOOL PERFORMANCE FACT SHEET** has been completed with all of the required initials, you must sign the document. This step is an absolute requirement and must, without exception, be done prior to having you sign the **ENROLLMENT AGREEMENT**.
7. **TRANSFERABILITY OF UNITS FORM**, The Admissions Representative will explain that units earned at <SCHOOL> most likely will not be transferable to another institution. After this has been explained, you sign the **TRANSFERABILITY OF UNITS FORM**.
8. The Admissions Representative will explain and have you sign the **FOLLOW-UP AGREEMENT**. The Admissions Representative will explain the responsibilities that you must report back to the school your employment status and that this is a contract where you agree to give the school the required information.

You must sign the **FOLLOW-UP AGREEMENT**.

9. For those programs that require an externship/clinical/preceptorship, the Admissions Representative will discuss the requirements you must meet to complete your externship/clinical/preceptorship, disclose the number of requests for externship/clinical/preceptorship received by the institution during the immediately preceding calendar year, and the number of actual placements during that year. This step is an absolute requirement and must, without exception, be done prior to having you sign the **ENROLLMENT AGREEMENT**. You will be asked to sign the **EXTERNSHIP REQUIREMENTS** for if required.
10. If you do not have a high school diploma or equivalent, the Admissions Representative will make arrangements for the you to take the **Wonderlic Basic Skills Test™**. This must be arranged with an independent test administrator. No further progress in the enrollment process can proceed until the results of the **Wonderlic Basic Skills Test™** are received
11. For those programs that require certification, licensure, or registration, the Admissions Representative will discuss with you the requirements for your chosen field and give you a copy of the certification, licensing, or registration requirements from the appropriate agency. If you would not be eligible to obtain certification, licensure, or registration in the occupation, trade, or career field at the time of your graduation, the Admissions Representative will discuss possible options you might need to follow to be qualified for certification, licensure, or registration. If the minimum course requirements of the school exceed the minimum requirements for certification, licensure, or registration, then the Admissions Representative will disclose this information to you, including a list of those courses that are not required for certification, licensure, or registration. You will be asked to sign the **STATE LICENSURE REQUIREMENTS** form if required. You will be asked to sign the **CERTIFICATION REQUIREMENTS** form if required. The institution shall not execute an **ENROLLMENT AGREEMENT** with you if you are ineligible for certification, licensure, or registration unless your stated objective is other than certification, licensure, or registration. This step is an absolute requirement and must, without exception, be done prior to having you sign the **ENROLLMENT AGREEMENT**.
12. You will be given a **PHYSICAL REQUIREMENTS** form to read and sign to signify your knowledge of the physical requirements of the program of instruction in which you are enrolling.
13. The Admission Representative will now present the **ENROLLMENT AGREEMENT** to you and explain that this is a contract. This is the agreement that will spell out the educational services you have chosen, the time and number of hours required to complete the your program of choice. It will show how the educational service will be paid for and the terms of payment you will be responsible for.
14. The Admissions Representative will explain to you the cancellation and withdrawal policy and the refund policy.
15. The Admissions Representative will explain the STRF protection.
16. The Admissions Representative will explain the attendance policy including tardiness.
17. The Admissions Representative will explain the grading systems and how often you will receive grade reports.
18. The Admissions Representative will ask “How do you wish to pay for this, cash or check? The Admissions Representative will explain that the school cannot require more than one term or four months of advance payment of tuition at a time. When 50 percent of the program has been offered, the student will be required to pay the balance due. This is not optional. It is the law. At the your option, may pay in full for tuition and fees, including any funds received through institutional loans, after you have been accepted and enrolled and the date of the first class session is disclosed on the **ENROLLMENT AGREEMENT**.
19. Fill in the financial details of the chosen program of study. If you need to have a financial plan approved, have the Admissions Representative make an appointment with the Director of Finance to discuss what type of payment plan is available.
20. After the financial arrangements have been concluded, The Admissions Representative will explain the balance of the **ENROLLMENT AGREEMENT**.
21. The Admissions Representative will explain the non-refundable registration fee and that it must be paid when the **ENROLLMENT AGREEMENT** is signed. You will be asked if you are ready to sign the **ENROLLMENT AGREEMENT**. If so, sign and initial the **ENROLLMENT AGREEMENT** and pay the non-refundable registration fee.

You will be provided with copies of all of the forms listed above.

The Admissions Representative will inform you that the application will be reviewed by the President/Executive Director and that you will be notified of your acceptance or rejection.

NULLIFICATION OF APPLICATION

An applicant's file remains open for six (6) months. If an application is not complete within six (6) months of submission of the **APPLICATION FORM**, the application will be nullified. To be reconsidered, the applicant must then reapply for admission, pay the registration fee in effect at the time of the reapplication,

STUDENT FILES

Student records are confidential and are kept by the Registrar Department for five years in accordance with Bureau for Private Postsecondary Education § 94900, 94900.5, 94900.7. No one, except appropriate school faculty and staff or, an authorized representative or an Accrediting Commission or the Bureau for Private Postsecondary Education, or an authorized representative of a sponsoring agency (i.e. WIA, VA) may review any educational records without the approval of the student.

Without the student's written consent and upon authorization of the President/ Executive Director or designee, <SCHOOL> may release copies of, or otherwise divulge, material in student education records to the following agencies and individuals who are expressly forbidden from permitting access of said education records to third parties:

- a. College with a legitimate educational interest.
- b. Authorized representatives of the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, state education officials, or their respective designees, or the United States Office of Civil Rights, where such information is necessary to audit or evaluate a state or federally supported education program or pursuant to a federal or state law, except that when collection of personally identifiable information is specifically authorized by federal law, any data collected by those officials shall be protected in a manner which will not permit the personal identification of students or their parents by other than those officials, and such personally identifiable data shall be destroyed when no longer needed for such audit, evaluation, and enforcement of federal legal requirements.
- c. Other state and local officials or authorities to the extent that information is specifically required to be reported pursuant to state law adopted prior to November 19, 1974.
- d. Officials of other public or private schools or school systems, including local, county, or state correctional facilities where educational programs are provided, where the student seeks or intends to enroll, or is directed to enroll, subject to the rights of students as provided in Section 76225 of the Education Code.
- e. Agencies or organizations in connection with a student's application for, or receipt of, financial aid; provided that information permitting the personal identification of students may be disclosed only as may be necessary for such purposes as to determine the eligibility of the student for financial aid, to determine the amount of the financial aid, to determine the conditions which will be imposed regarding the financial aid, or to enforce the terms or conditions of the financial aid.
- f. Accrediting organizations in order to carry out their accrediting functions.

ACCEPTANCE

You must complete all admissions requirements and procedures before being considered for acceptance to the school. After receiving your application file, the President/Executive Director will formally accept or reject your application. You will be notified by phone, letter, phone, or email within 5 business days after completing the **ENROLLMENT AGREEMENT**.

TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED

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

The transferability of credits you earn at (name of institution) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in (name of educational program) is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, diploma, or certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending (name of institution) to determine if your (credits or degree, diploma or certificate) will transfer.” §94909(a)(15)

TRANSFER POLICY / PREVIOUS EDUCATION EVALUATION

TRANSFER OF CREDIT

Transfer of credit from other institutions is encouraged and available in all programs. Applicants may request an informal transfer of credit evaluation prior to admission. Official notification of credits that have been accepted for transfer to a program normally occurs at the time an offer of admission is made or during the student's first module of enrollment.

Evaluation of credits for transfer to a program will require the following documentation: a copy of the transcript that reflects the course being evaluated, a copy of the university/school/vocational catalog course description for non-U.S. institutions. Please be advised that evaluation of credits for transfer from non-U.S. institutions will normally require transcripts evaluated and certified by a National Association of Credential Evaluation Services (NACES) member agency. Transfer of credit documentation, when requested, should be submitted to the Office of Admission.

MINIMUM REQUIREMENTS FOR THE EVALUATION OF TRANSFER OF CREDIT

Credits evaluated for transfer from other educational institutions must have been:

- Earned and recorded on an official transcript at a school that was accredited by an agency recognized by either the U.S. Department of education or the Council for Higher Education Accreditation.
- Earned within 5 years prior to or after matriculation.
- Earned in courses posting a "C" (2.0 on a 4.0 scale) or higher.
- Earned in a course where the content is equivalent to the corresponding **SELECT THERAPY INSTITUTE INC** course or where the content is considered to enhance the student's education; and
- Approved prior to registering for the course
- The school also considers credits for transfer from educational accomplishments attained in extra-institutional settings that are recognized by the American Council on Education's (ACE) Center for Adult Learning and Educational Credentials.

MAXIMUM NUMBER OF CREDITS PERMITTED FOR TRANSFER

The maximum number of credits accepted for transfer to a **SELECT THERAPY INSTITUTE INC** program is one-fourth (25 percent) of the required number of clock hours or credits to complete the particular program of study.

RECONSIDERATION OF A TRANSFER OF CREDIT EVALUATION

Applicants may request a review of a transfer of credit evaluation by submitting a written request to the Office of Admission within 30 days of receiving an evaluation. Recognizing that transfer of credit evaluations are based on a number of important factors, written requests for their review should explain, in detail, the issues or circumstances that led the student to believe the evaluation was flawed or that an error was made during the evaluation process. The outcome of this review is final.

RE-ENTRY POLICY:

All students who withdraw may re-enter into the program without the loss of credit Program hours and provided it is within 5 years from the date of their withdrawal which is an institutional policy. All records of the student are stored for five (5) years only and it is the responsibility of the student to maintain all documents received from the institution. The institution reserves the right to evaluate the previous enrollment and to verify that the student was in good standing with the school before the student is accepted for re-enrollment.

ENGLISH AS A SECOND LANGUAGE:

This institution does not offer English as a Second Language (ESL) course at present. All prospective students that are accepted for enrollment should be proficient in the English language. Since all of our instructors are bilingual either in English, Korean, Spanish, Vietnamese or Chinese some translation of the terms may occur but ALL instructions will be conducted in English at a pace of English as a second language if need be.

COURSES OF STUDY:

Massage Therapy Program-1000, 650, 600, 500, 300& 150 Hours and Foot Reflexology-250 Hours. The course of study for students enrolled in their course of study shall consist of technical instructional and practical operations covering all practices constituting the art of Massage. Educational Goals; The courses of study are designed to prepare students for profitable employment as Massage Therapist & Foot Reflexology (D.O.T.# 332.27102, CIP # 12.0405). Massage Therapy does not require a license to become employed however, in most cities' a permit is required by the Local Police Department or Voluntary Certification from CAMTC.

BEGINNING CLASS-ENROLLMENT:

The beginning curriculum for each of the courses requires a specific number of hours of classroom lectures, demonstrations, and student practice. **SEE CURRICULUMS STARTING ON PAGE 25.** The beginning class teaches you from-the very beginning and introduces the basics of Massage Therapy and all fundamentals that are the basics for your future and career. The hours spent in the freshman class are as follows: Massage Therapy 100-50 hrs. **SELECT THERAPY INSTITUTE INC** considers the freshman classes to be the foundation for your future.

TEXTBOOKS, EQUIPMENT & SUPPLIES:

Textbooks will be issued at the beginning of the class. All needed supplies and equipment will be maintained in the freshman classroom. At the beginning of second week of the freshman training, each student will be issued a complete kit of equipment with carrying case. The kit contains the equipment necessary for satisfactory completion of the course. Students are expected to maintain the kit by replacing lost or broken articles. The school is not responsible for a student's equipment, either lost or stolen. Students must learn to be responsible for the tools of their trade.

CALENDAR/HOLIDAYS:

The school is closed on Sundays(Saturdays are temporary closed) and the following holidays: President's Day, Martin Luther King Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and the day after, Christmas week through Monday after New Year's. A 'special' holiday may be declared for emergencies or special reasons. Holy Days of all religious beliefs are respected and allowed.

CLASS SCHEDULES: 2012:

Classes: Day classes for Massage Therapy courses from Monday to Friday 9am to 5pm, Saturdays and Sundays are closed.

ORIENTATION CLASS:

Orientation classes for all new students are held each Monday morning from 9:00 a.m. until 11:00 a.m. prior to any new class starting. All new students, transfers and reenrollment students are required to attend prior to admission.

DISCLOSURE OF EDUCATION RECORDS:

Adult students, parents of minor students and parents of tax dependent students, have the right to inspect, review, and challenge information contained in their education records. However, a staff member must be present. Education records are defined as files, materials, and documents which contain information directly related to the student and are maintained by the institution. The school will maintain files for five (5) years. Students are not entitled to inspect the financial records of their parents. Written consent is required from the student (or their guardian if the student is a dependent minor) before education records may be disclosed to third parties with the exception of accrediting commissions or governmental agencies so authorized by law.

PROGRESS POLICY:

Considering the varied capabilities of individual students, some may progress from one phase of training to another at a more rapid pace. However, all students must satisfactorily complete all subject matter prior to graduation unless credit has been allowed for previous training or experience in a particular subject area Successful graduates will be awarded, an appropriate diploma upon completion of their training program.

HEALTH AND PHYSICAL CONSIDERATIONS:

Generally, the professional in the massage field must be in good physical health for he/she will be working in direct contact with patrons. In most aspects of the healing arts field there is a great deal of standing, walking, pushing, bending and stretching for long periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive training. We promote the acceptance of students with physical limitations or disabilities if these students believe they can fulfill training demands. All Female students that are pregnant must furnish a written medical release from their Physician stating they are in proper physical shape to be enrolled in their course of study.

SATISFACTORY ACADEMIC PROGRESS (SAP): STANDARDS

This institution expects its students to maintain Satisfactory Academic Progress (SAP) as established by this institution, the student must:

1. Maintain a cumulative academic average of "C" (70%) or better on all tests, work projects (operations) and other required course work.

- Maintain a cumulative average attendance level of at least two-thirds ($2/3$) (67%) of the scheduled hours indicated On their enrollment contract. For example, a student scheduled to complete 30 hours per week would have to maintain an average weekly attendance of at least 20 hours per week ($2/3 \times 30 = 20$).

Regardless of the average level of attendance, students who have more than three consecutive weeks of absences, (21 calendar days) will be dismissed. This standard shall apply to all students except those on an approved Leave-of Absence (see LOA policy). Students who expect to be absent 21 or more days up to 60 days are encouraged to request a Leave-of-Absence. In addition to attendance standards relating to Satisfactory Academic Progress (SAP), students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. These policies are outlined in the "School Rules" section of this catalog on pages 10-11.

- Complete the course within one and one-half ($1 \frac{1}{2}$) times the length of the course as defined in the enrollment agreement. For example, if the student has contracted to complete the course within 40 weeks, he or she must complete within 60 weeks.
- Students must meet minimum academic and attendance requirements for at least one evaluation prior to the midpoint (50%) of the course to be considered as meeting satisfactory progress at the end of an evaluation period. A student will be considered to be making satisfactory progress until the next evaluation.

EVALUATION PERIODS:

Students compliance with the Satisfactory Academic Progress is divided into evaluation periods and is assessed at each of the following times: **For Courses 300 clock hours or more:**

- The point at which 45% of the course is scheduled to be completed;
- The point at which 90% of the course is scheduled to be completed;
- The point of actual completion, or at which each additional 100 clock hours are scheduled to be completed, beyond graduation date.

Example: For the 1000 clock hour Massage Therapy course, a student will be evaluated at the increments at which the student is scheduled to reach 450, and 900 clock hours.

Example: For the 650 clock hour Massage Therapy course, a student will be evaluated at the increments at which the student is scheduled to reach 292.5, and 585 clock hours.

Example: For the 600 clock hour Massage Therapy course, a student will be evaluated at the increments at which the student is scheduled to reach 270, and 540 clock hours.

Example: For the 500 clock hour Massage Therapy course, a student will be evaluated at the increments at which the student is scheduled to reach 225, and 450 clock hours.

Example: For the 300 clock hour Massage Therapy course, a student will be evaluated at the increments at which the student is scheduled to reach 135, and 270 clock hours.

Please note: For the 150 clock hour Massage Therapy course & Foot Reflexology 250 clock hour course one evaluation will be performed prior to the mid point of the course at 45% when the student is scheduled to reach 45 clock hours.

Special Note: The percentage of the course scheduled to be completed is defined according to the terms of the enrollment agreement. Example: A student enrolled at 100 hours per month would be scheduled to complete a 600 hour course in 6 months, a 300 hour course in 3 months, allowing no absences. For example a student enrolled in a 24 week course, 600 clock hour programs would be evaluated for SAP after the 10.8 weeks and the 21.6 weeks. These dates would correspond to the point at which the student was scheduled to have completed 270 & 540 clock hours. In the event a student reaches his/her scheduled graduation date and has hours remaining to complete 100 clock hours, or at the time of actual completion of the remaining hours, which ever occurs first.

ACADEMIC PROBATION:

Students who fail to meet SAP standards during a given evaluation period will be placed on academic/or attendance probation for one additional evaluation period. Students remain eligible to receive aid during the probation period and will be considered as making SAP progress during the probationary period. Probationary students who fail to meet SAP by the conclusion of the probationary period will be deemed not to be making satisfactory academic/and or Attendance Progress and may be terminated at the discretion of the institution. In the event such students are allowed to continue with instruction, a student must reestablished SAP in accordance with the attendance and grading standards indicated in STANDARDS 1,2,3 & 4 of this policy. In the event a student is terminated due to not making Satisfactory Academic Progress, all policies regarding the institution's refund policy will apply. Probationary students who meet SAP by the conclusion of the probationary period will be removed from academic probation.

APPEAL PROCEDURES:

Students who wish to appeal the decision that they are not making Satisfactory Academic Progress must submit a written request to the institution's administrator. The letter should be received within (5) days of termination and must describe any circumstances related to the student's academic standing which the student believes deserve special consideration. The administrator shall evaluate the appeal within a reasonable time frame (5-10) days and notify the student in writing of the administrator's decision. Should the student's appeal be denied, he or she may appear before a school committee to present his or her case. The committee shall provide written notice to the student of its decision within a reasonable time frame (5-10 days). The decision of the committee shall be final. Students that prevails upon the appeal process, re-entering the program after an interruption of training, or having re-established satisfactory progress, and determined as making satisfactory progress will be re-entered in the course and will be reinstated. Students accepted for re-entering the program that previously were not making satisfactory progress must attain a satisfactory progress status by the next scheduled evaluation of re-entry.

COURSE INCOMPLETENESS:

Course incompleteness, repetitions and non-credit remedial course are not applicable to this institution's form of instruction.

LEAVE OF ABSENCE:

Occasionally, students may experience extended personal, medical or other problems which make it difficult to attend class. The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program up to 60 days. LOA must be requested in writing by the student and must be approved by the school Director. A LOA request form must be filled out and the date of leave and return must be stated on the form prior to the Director approving the LOA. Do not request a Leave of Absence unless you absolutely need one. Under no circumstances can the school grant more than a single (1) LOA within a 12 month period. Students on LOA's will not be assessed any additional charges of tuition. Students returning from an authorized LOA will retain all credit for clock hours and work projects completed and will be returned to the academic progress status they held prior to the start of the leave of absence. In addition, students returning from a LOA will have his/her maximum time frame to complete the course extended by the same number of days as the leave of absence. Students who fail to return from a LOA will be considered dismissed as of the last class day of attendance prior to the start of the leave and the refund calculation will be performed and all refunds due will be issued to the student or appropriate agencies and paid within 30 days.

ACADEMIC STANDARDS**ATTENDANCE STATUS:**

Full time: Any student scheduled to attend 24 hours or more per week are considered to be full-time students. Halftime enrollment requires a minimum of 12 hours per week. Part-time enrollment is defined as more than 12 but less than 24 hours per week. Less than 12 hours per week is less than half time.

GRADING SYSTEM:

Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Evaluation forms are issued at 450/0 and 90% of the course hours scheduled to complete. This evaluation form reflects the overall Attendance and Academic progress of the student. Students must maintain a "C" (70%) average to maintain satisfactory academic status. The system detailed below is the system utilized in the school.

ACADEMIC GRADING

100% -90% A....Superior Performance

90% -80% B.....Above Average

79% -70% C.....Average

69% -60% D.....Unsatisfactory

59% 00 % F.....Fail

POINT GRADES FOR PRACTICAL WORK

(GPA4) 4POINTS=A

(GPA 3) 3 POINTS B

(GPA 2) 2 POINTS C

(GPA 1) 1 POINTS = D

(GPA 0) 0 POINTS =F

STUDENT CLOCK HOUR POLICY:

The school will only recognize time-clock punched hours of attendance, as a result of this requirement this school can only give clock hour credit to students who record their attendance by using the time clock to punch in and out at the start and end of their class day and lunch period. You will be given up to seven (7) minutes to clock in and receive credit for the quarter (1/4) hour. This seven minute period applies to starting of the class day. A thirty (30) minute lunch break shall be taken when a student attends a 6 hour class day or more. If you are attending less than a 6 hour class day and desire to take a lunch break (30 minutes), then the half hour must be deducted from your daily

total and you must clock in/out on your time card for the lunch break. Once theory classes have been started no one will be allowed to enter the theory classroom.

At the completion of the day, your time card is prepared from the current weekly time card. The daily hours and operations earned are added to the totals in the prior column and final totals transferred to the cumulative column. These cumulative figures are then entered in the prior column on the weekly time card. The time card must be signed by the student and the instructor daily. Pre-signing of the time card by the student or Instructor is strictly prohibited and may cause termination of the student or instructor. Instructors may not sign a student in or out.

Time cards reflect the students' daily record of hours and operations. It is important that all of your hours and operations are recorded properly and accurately. The attendance personnel must be able to read your time card so that the hours and operations are transferred correctly to the roster. The time cards are the property of the school and must remain in the school at all times. Time cards must be retained/stored in their entirety for 5 years by the school.

After clocking in you are required to maintain applied effort, personnel grooming, leaving the building, reading material not related to your training or activity not related to your training is not tolerated. If this occurs you will be asked to stop such activity or to punch out for the remainder of the day. Continued activities of this nature could result in your termination.

TIME CARD CREDIT:

The following is a guideline for the instructor to issue credits.

1. Each Theory must be initialed in the proper category. If that category is complete, the instructor may issue credit in a comparative category.
2. The portion of the time card reflecting hours are in the Theory hours earned and any classes the instructor has demonstrated.
3. The portion of the time card concerning operations is to be applied efforts of the students as they manually perform practical subject.
4. Some practical operations may take longer to perform according to the student.

PLACEMENT

Job placement assistance is provided to graduates and students at no additional charge. Upon graduation, student's name is recorded in student registrar and the process of follow-up begins. Students are encouraged to return for placement assistance by reviewing the listings of massage, sport clinics and spa seeking employees and the requirements, salary, and other pertinent information. Students are sent on interviews and the results of these interviews are recorded in the student register. The school may show prospective students this register upon request we assist students in placements as often as needed; however, the school does not guarantee placement to any student. **SELECT THERAPY INSTITUTE INC** cannot, however, guarantee employment to any student, recent graduate, or alumni of this school.

CAREER COUNSELING AND PERSONAL ATTENTION:

Students are counseled individually, as often as necessary at least every six weeks to review the student's progress and adjustment. Successful clinic owners, technicians and chiropractors are scheduled into the school regularly to give demonstration and discuss career goals, etc. with the students. This activity supplements the daily counseling carried out by the instructors and supervisor. Students may request additional counseling sessions at any time. Students are given personal attention assistance at every stage of training from the first day of enrollment to the day of graduation. At predetermined intervals, measuring instruments are utilized to evaluate the rate and quality of the student and remedial assignments are made when required.

GRIEVANCE PROCEDURE

It is the policy of this institution to handle grievances in the following manner.

1. Fill out the grievance form and list all grievances.
2. Deliver all forms to the instructor in charge.
3. If you are unable to deliver the form to the Instructor in charge you may deliver it to the Director/Owner: MS. KAI

DI at 2209 SAN GABRIEL BLVD. ROSEMEAD, CA 91770. All grievances regardless of the nature will be turned over to the OWNER and reviewed.

4. The Director will evaluate the grievance and set an appointment with the person within 5 days from the receipt of the grievance form. If the grievance is an emergency, it will be addressed within 24 hours.
5. Any grievances that you can not work out with the institution you may contact:

THE BUREAU FOR PRIVATE POSTSECONDARY AND EDUCATION PO Box 980818 West Sacramento, CA (95798-0818), www.bppe.ca.gov, (916) 431-6959.

SCHOOL RULES AND REGULATIONS

1. School hours are Mondays-Fridays, 9:00 a.m.-5:00 p.m. Saturdays and Sundays are closed.
2. Time cards must be clearly legible. Students must punch only their own timecards.
3. In case of illness or emergency on any day, the student must call in to the school supervisor to report his/her absence before 9:05 a.m. that morning.
4. Students are required to be in class for roll call promptly at 9:00 a.m. in clean, prescribed uniform. Males & Female students must wear a Blue Smock neat and clean and a solid white or black colored pant, no jeans. Shoes must be closed toe and closed heel shoes (no canvas material type). A work type shoe is recommended due to the long periods of standing required in our occupation
5. Students appearing in school with their hair not set and neat will clock out. Grooming needs are to be done on the student's own time.
6. A student who is tardy (Days 9:08 a.m.) and may not clock in until theory class is over and may not attend theory class. Students who are habitually tardy (5 times in one month) will be counseled and if tardiness continues may be suspended or be placed on probation until tardiness ceases.
7. Students will take lunch between 12:00 a.m. and 1:00 p.m. and must be cleared by receptionist at the desk. Students should report to an instructor if they have not had lunch by 1:30 p.m. Lunch is 60 minutes. Lunch period is each student's responsibility, and must be staggered.
8. A student must use the time clock to punch "IN" when entering and "OUT" when leaving. Students failing to do so will only receive credit for hours indicated by the time clock. Students are also being required to punch in and out for all breaks on the back of their time cards.
9. No student is allowed to clock out during school hours without permission from their Instructor. No student may clock in or out for another student. This rule is strictly enforced. Any time a student leaves the building during the day his/her time card must be left at the receptionist desk.
10. No gum chewing is allowed in the school at any time. Smoking is allowed in assigned areas only OUTSIDE of the building.
11. No visitors are permitted in the classroom or student lounge area unless approved by the Director.
12. School business phones may not be used for personal calls. You are not permitted to leave a patron just to answer the phone.
13. Rigid adherence to the rules of sanitation and disaffection and personal hygiene is required at all times. Students must their keep work station, in class or on the floor, clean and sanitary at all times. A minimum of 1/2 hour of sanitation must be completed by each student daily. All kits must be in a sanitized condition at the end of each day.

14. All students serving the public must be courteous and pleasant. If difficulty arises, please call an instructor. Students must take all appointments assigned to them. Failure to take a patron is grounds for suspension.
15. No student may leave a patron while conducting a service, except in an emergency and is excused by an instructor. Students are not allowed to give services or materials other than what is called for on the service ticket. Students violating this rule will be disciplined accordingly. Students are responsible for the return of school materials or equipment loaned to them. Students must not borrow equipment from each other. Each student is solely responsible for his/her personal belongings and materials.
16. Students must not gather around the receptionist desk, congregate in the office, or visit with another student who is busy with a patron. All appointments must be made by the receptionist and no changes are to be made by students.
17. A student must attend school on all Fridays and Saturdays. Days before and after holidays are considered Saturdays. The school reserves the right to discontinue a student if this rule is violated. A student may be required to produce medical documentation of illness.
18. Students have the privilege at all times to consult the management on personal problems. The school positively reserves the right to suspend or expel a student who gossips, uses vulgar language or causes discord.
19. The school will not tolerate the use of alcohol or drugs at any time. No student will be admitted to class who is apparently under the influence of alcohol or drugs. No gang type apparel allowed, i.e. bandanna's baggy clothes etc.
20. Students must keep a record of hours and services each day as required on the student daily record of applied effort. Weekly time cards will be audited by the school office. Credit will be given for applied effort only; continuously engaged in training and study of the course for which you are enrolled. All work must be checked by an instructor or credit will not be given. Records must be neat and clear and only pencils will be allowed on time cards except for Instructor/Student signatures.
21. All students will be expected to maintain an average of 70% in theory and in all practical subjects. Probationary status will result in case of failure to do so.
22. Students are to park only in the areas designated (by unmarked stalls). During orientation class, you will be shown the parking areas, and where to park when the unmarked stalls are full.
23. Students must comply with all instructions, directions, orders, etc., given by personnel relative to school activities. Insubordination, fighting, gossiping or deformation to another student or staff member will not be tolerated. Students must comply with school policy and state rules and regulations.
24. Due to absences, all assignments, tests and homework may be made up. Any deviation from the policy must be in writing from the office and signed by a member of the administrative staff.
25. Notify office immediately of any address or telephone change.
26. Absence of THREE days or more without notification shall be considered cause for suspension. Any student absent more than twenty one days without notifying the DIRECTOR will be automatically terminated.

These rules are designed to form excellent work habits and attendance, and to aid in completing your course as soon as possible so that you may become employed as a Massage Therapist. Violation of school rules may result in suspension or termination.

TUITION AND FEE SCHEDULE

COURSE	TUITION	REG non-refundable	KITS	STRF	TOTAL	WEEKS
Message Therapy 1000 hours	\$5,000.00	\$250.00	\$187.00	\$3.00	\$5,440.00	25-40
Message Therapy 650 hours	\$3,250.00	\$250.00	\$187.00	\$3.00	\$3,690.00	16-26
Message Therapy 600 hours	\$3,000.00	\$250.00	\$187.00	\$3.00	\$3,440.00	15-24
Message Therapy 500 hours	\$2,500.00	\$250.00	\$187.00	\$3.00	\$2,940.00	13-20
Message Therapy 300 hours	\$1,500.00	\$250.00	\$187.00	\$3.00	\$1,940.00	08-12
Message Therapy 150 hours	\$750.00	\$250.00	\$187.00	\$3.00	\$1,190.00	04-06
Foot Reflexology 250 hours	\$1,250.00	\$250.00	\$187.00	\$3.00	\$1,690.00	06-10

CATALOG DISCLOSURE / STUDENT TUITION RECOVERY FUND

- A. An institution or a registered institution offering Short-term academic and professional career training shall include on both the **ENROLLMENT AGREEMENT** and the current schedule of student charges, the following statement:

You must pay the state-imposed fee 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 and prepays 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 fee, if either of the following applies:

1. You are not a California resident.
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, the institution or registered institution offering Short-term academic and professional career Training shall include on the current schedule of student charges, the following statement:

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending schools approved by, or registered to offer Short-term academic and professional career Training with, the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF fee, 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. The school's breach or anticipatory breach of the agreement for the course of instruction.
5. There was a decline in the quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.
6. The school committed fraud during the recruitment or enrollment or program participation of the student.

You may also be eligible for STRF if you were a student that was unable to collect a court judgment rendered against the school for violation of the Private Postsecondary Education Reform Act of 1989.

- C. The Bureau shall mail the Notice and Explanation of Student Rights under the Student Tuition Recovery Fund, Form STRF 06, effective January 1, 2002, to students soon after an institution's closure or upon request from a student for an explanation of his or her rights under the Student Tuition Recovery Fund.

It is important that you keep copies of the **ENROLLMENT AGREEMENT**, receipts, or any other information that documents the money paid to the school. Questions regarding the STRF may be directed to the:

Bureau for Private Postsecondary Education

PO Box 980818
West Sacramento, CA 95798-0818,
www.bppe.ca.gov,
(916) 431-6959

NOTE: Once used, kits are not returnable or refundable due to sanitary considerations. Length of time in course depends on number of hour's student contracts tor on a monthly basis as specified in the Enrollment Agreement. Above kits prices include 9.25% sales tax. You are allowed to purchase your own kit, however you must also provide the correct textbook as well. Currently the school is using the Milady *Theory and Practice of Therapeutic Massage*. The school will order this textbook for you if you are unable to purchase it from an outside source the charge for this textbook is \$ 65.00.

EXTRA INSTRUCTION CHARGES:

Students are expected to complete their training within the maximum time allowed as specified in Enrollment Agreement. If a student exceeds the time frame outlined above, an extra instruction charge will be made for the balance of the hours required or the completion of course. An addendum to the enrollment contract will reflect the hours to complete and rate per hour as follows: Massage Therapy I-600 = \$2.33, Massage Therapy II-500 = \$2.40, Massage Therapy III-300 = \$2.33 & Foot Reflexology: \$2.33 per hour of training.

METHOD OF PAYMENT:

The Financial Advisor will develop a personalized payment program for each individual. Payments can be made with Cash, Checks, Cashiers & Traveler's Checks, Money Orders, Visa, Master card, or Discover card. Local bank imprinted checks for the amount due only. No two party checks, post-dated, or altered checks are accepted. A \$25 service charge is assessed on any item returned by the bank.

"For those programs designed to be four months or longer, an institution shall not require more than one term or four months of advance payment of tuition at a time. When 50 percent of the program has been offered, the institution may require full payment." §94899.5(b)

"The limitations in this section shall not apply to any funds received by an institution through federal and state student financial aid grant and loan programs, or through any other federal or state programs." §94899.5(c)

"An institution that provides private institutional loan funding to a student shall ensure that the student is not obligated for indebtedness that exceeds the total charges for the current period of attendance." §94899.5(d)

"At the student's option, an institution may accept payment in full for tuition and fees, including any funds received through institutional loans, after the student has been accepted and enrolled and the date of the first class session is disclosed on the enrollment agreement." §94899.5(e)

SCHOLARSHIPS:

Our school does not award any institutional scholarships incentives.

THE SCHOOL RESERVES THE RIGHT TO CHANGE THE TUITION AND FEES AND MAKE SUBJECT CHANGES WITHOUT PRIOR NOTICE WHEN NECESSARY. ANY CHANGE WILL NOT AFFECT ATTENDING STUDENTS. REFUND

CANCELLATION AND WITHDRAWAL

An applicant not accepted for training by the school shall be entitled to a refund of all moneys paid less the non-refundable Registration Fee not to exceed \$250.00.

CANCELLATION:

Students have the right to cancel the **ENROLLMENT AGREEMENT** that a students' signed for a program of instruction including any equipment, such as books, materials, and supplies, or any other goods and services included in the agreement. **SELECT THERAPY INSTITUTE INC** shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or registration fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later. §94920(b) Class day means, except for home study or correspondence, a day on which students were scheduled to attend a class session. Cancellation shall occur when students gives written **NOTICE OF CANCELLATION** at the address of the school shown on the top of the front page of the **ENROLLMENT AGREEMENT**. Students can do this by mail, hand delivery, email, or telegram. The written **NOTICE OF CANCELLATION**, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written **NOTICE OF CANCELLATION** need not take any particular form, and, however expressed, it is effective if it shows that students no longer wish to be bound by students' **ENROLLMENT AGREEMENT**. Students will be given a '**NOTICE OF CANCELLATION**' form when they enroll, but if a student chooses to cancel, the student can use any written notice that the student wishes.

SELECT THERAPY INSTITUTE INC has a refund policy for the return of unearned institutional charges if the student cancels an **ENROLLMENT AGREEMENT** or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. §92940(d)

If the student has purchased any equipment from the school, including books or other materials, students shall return them to the school within 30 days following the date of student's **NOTICE OF CANCELLATION**. If student fails to return this equipment, including books, or other materials, in good condition within the 30-day period, the school may deduct its documented cost for the equipment including books from any refund that may be due student.

WITHDRAWAL:

Should a student find it necessary to discontinue their training, they should arrange to meet with a admissions representative to discuss their situation and submit written notification of their request. Students shall be terminated for failure to (1) meet minimum standards for academic progress, (2) meet the minimum conduct standards of the school, or (3) fulfill their financial obligations according to their agreement with the school.

Students may withdraw from the program. Withdrawal may be effectuated by the student's written **NOTICE OF CANCELLATION** or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

Students have the right to withdraw from a program of instruction they have enrolled in with a refund including any equipment, such as books, materials, and supplies, or any other goods and services included in the **ENROLLMENT AGREEMENT**. Withdrawal shall occur when students gives written **NOTICE OF CANCELLATION** at the address of the school shown on the top of the front page of the **ENROLLMENT AGREEMENT**. Students can do this by mail, hand delivery, email, or telegram. The written **NOTICE OF CANCELLATION**, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written **NOTICE OF CANCELLATION** need not take any particular form, and, however expressed, it is effective if it shows that students no longer wish to be bound by students' **ENROLLMENT AGREEMENT**. Students will be given a '**NOTICE OF CANCELLATION**' form when they enroll, but if a student chooses to cancel, the student can use any written notice that the student wishes.

REFUND POLICY

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

- a. You notify the School in writing of your withdrawal or the actual date of withdrawal.
- b. The School terminates your enrollment.
- c. You have failed to attend classes for a three-week period. The date of your withdrawal shall be deemed the last date of recorded attendance. For the purpose of determining when the refund must be paid. The student shall be deemed to have withdrawn at the end of the three-week period.

If the amount that you have paid is more than the amount that is owed for the time you attended. Then a refund will be made within 45 days of withdrawal. If the amount that you owed is more than the amount that you have already paid, they will have to make arrangements to pay it.

SELECT THERAPY INSTITUTE INC has a refund policy for the return of unearned institutional charges if the student cancels an **ENROLLMENT AGREEMENT** or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. §92940(d).

If the student has purchased any equipment from the school, including books or other materials, students shall return them to the school within 30 days following the date of student's **NOTICE OF CANCELLATION**. If student fails to return this equipment, including books, or other materials, in good condition within the 30-day period, the school may deduct its documented cost for the equipment including books from any refund that may be due student.

The amount the school would be allowed to retain would be calculated in the following manner: Hypothetical Refund Example in accordance to state pro-rata policy. Assume that a student, upon enrollment in a 600hour course, pays \$3402.00 for tuition, \$100.00 for registration, and \$250.00, documented cost to school, for equipment as specified in the enrollment agreement and withdraws prior to completing 60% (360 clock hours) of the course hours without returning (due to sanitary reasons) the equipment he/she obtained. The pro-rata refund up to 60% to the student would be based on the calculation stated below. If the student returns the equipment (if it was returnable) in good condition within 30 days following his/her withdrawal, the school would refund the charge for the equipment returned and paid by the student. If the student completes 60% or more than of the hours in the course the school is allowed to collect and retain all tuition owed for the complete course. This example is based on the student completing 359 hours of the 600-clock hour course and paid all tuition and fees owed,

Hourly cost of Tuition	Hours of Tuition Paid	Hours paid for but not received	Calculation of earned tuition	Refund calculation of tuition	Final refund calculation	Total Fees	\$3,752.00
\$5.67	\$3,402.00	241	359	3,402.00	Reg. Fee		100.00
600		(600)	X \$5.67	-2,053.53	Equipment		250.00
=	=	=	=	=	Tuition		2,035.53
\$3.402	600	\$1,366.47	\$2035.53	\$1,366.47	Total refund		<u>\$1,366.41</u>

"Total Fees" reflects the amount of tuition, fees and other costs for which the student has contracted to pay EXCEPT the value of equipment, books, and supplies.

RIGHT TO WITHHOLD TRANSCRIPTS AND GRADES FOR NON PAYMENT OF TUITION:

An institution may withhold a student's transcript or grades if the student is in default on a student tuition contract. If the course of study consists of only one course, the institution may withhold the grades or the transcript until the tuition or loan obligation is paid in full.

ENROLLMENT TIME:

is defined as the hours of attendance, that portion of the course completed on the student's last day of physical attendance in the school. Any monies due the applicant or student shall be refunded promptly after formal cancellation by the student as defined in item B or formal termination by the school, which shall occur no more than 21 days from the last day of physical attendance, or in the case of a leave of absence, the documented date of scheduled return.

REFUNDS:

In any case where a refund is due to the student or a designated second party so authorized in writing by the student the refund will be made within 45 days. When a student requests a transfer to another school, the institution will prepare all of the academic and financial documentation requested by the student and given to the student within a 10 day period from the date of notification of the termination.

ADMISSIONS FINANCIAL INFORMATION AND HOURS

ADMISSIONS:

Applicants for Admissions may secure information on Monday through Fridays between 9:00 a.m. 5: 00 p.m. Except Sundays, the school is closed on Sundays.

Person to contact: Ms. Kai Di Admissions PH: (626) 572-7231

FINANCIAL:

Applicants or students may secure financial information Monday through Fridays between 9:00 a.m. 5:00 p.m. Except Saturdays and Sundays, the school is closed on Saturday and Sundays.

Person to contact: Mr. Alfred Mayerski ... Financial Advisor PH: (626) 572-7231

PLACEMENT ASSISTANCE:

Wednesday and Thursdays between: 10:00 a.m. through 12:00 p.m. Except Saturdays and Sundays, the school is closed on Saturdays and Sundays.

Person to contact: Ms. Rachel Yang ... Placement PH: (626) 572-7231

DRUG ABUSE PREVENTION PROGRAM:

The school makes the following information available to its students, staff, and instructors.

Any individual associated with **SELECT THERAPY INSTITUTE INC** who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may call or visit the following agency:

**CHARTER HOSPITAL
6060 PARAMOUNT BLVD.
LONG BEACH, CA. 90805
(562) 634-9534**

1000 HOURS COURSE

COURSE OUTLINE: The **MASSAGE THERAPIST** course consists of 1000 clock hours, which include hours of technical instruction (lecture, demonstration, classroom participation and/or examination) and the following minimum specified practical operations:

DESCRIPTION OF COURSE: (D.O.T. # 332.27 1.02-)-(CIP # 12.0405) This is a specialty course covers all aspects of massage. Successful completion of this course will allow the graduate massage therapist to perform various massages and various massage procedures.

DEFINITION OF TERMS: Technical instruction means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audio and visual film, tapes, slides and examination.

Practical Operations, means the actual performance by the student of complete services on another person or a mannequin. Instructional Techniques and Methods: Students will attend regularly scheduled theory classes (lecture), read assigned chapters of their text books, must take and pass assigned tests with a grade point average of 70% (C) or better. The student will learn the technical techniques and methods of performing massages both basic American and Swedish, knowing safe and proper techniques, also will learn professionalism, ethics, personal grooming, dress, employer-employee relationships, personal and business ethics, customer relations and communication skills. Technical instruction will be provided to students in each skill prior to the student actually performing client services (practical operations).

COURSE FORMAT: Each unit of instruction is divided into six levels of instruction, (1) Theory classes, (lectures and demonstrations) (2) Theory testing (written and oral) (3) Practical operations demonstrations, (4) Practical operations on mannequin or other person, (5) Complete operations performed on another person and (6) Performance reviews (progress evaluations, see satisfactory progress policy). The minimum combined total clock hours of 1000, include the technical instruction phase and opportunity for the student to acquire the necessary skills through practical applications

CURRICULUM FOR MASSAGE THERAPY PROGRAM-1000 HOURS

The curriculum for students enrolled in the massage course shall consist of one thousand (1000) clock hours of technical instruction and practical operations in teaching the art of massage. Technical instruction means instruction by demonstration, lecture, classroom participation or examination. Practical operation shall mean the actual performance by the massage technician of all techniques and principles.

Massage Therapy Program - 1000 Hours

	Subject	Lecture Clock Hours	Practice Clock Hours	Total Clock Hours
6001	Human Anatomy, Physiology & Kinesiology	125	0	125
6002	Pathology	40	0	40
6003	Health & Hygiene	5	0	5
6004	Face, ear and scalp massage	5	15	20
6005	Chair Massage	6	19	25
6006	Oriental Massage (Tui Na & Acupressure)	35	60	95
6007	Shiatsu	30	70	100
6008	Therapeutic Massage (Swedish Massage)	40	68	108
6009	Advanced Foot Reflexology	70	110	180
6010	Sport Massage	2	8	10
6011	Deep Tissue massage techniques for medical treatment	30	70	100
6012	Introduction of SPA Massage	5	0	5
6013	Hydrotherapy	14	0	14
6014	Lymphatic Massage	15	25	40
6015	Aromatherapy	7	13	20
6016	Hot Stone Massage	15	10	25
6017	Prenatal Massage	7	13	20
6018	Precautions for HIV	3	0	3
6019	First Aid & CPR	4	4	8
6020	Professional Ethics	6	0	6
6021	Business Practice	6	0	6
6022	Breathing Exercises	20	25	45
Total Clock Hours		490	510	1000

650 HOURS COURSE

COURSE OUTLINE: The MASSAGE THERAPIST course consists of 650 clock hours, which include hours of technical instruction (lecture, demonstration, classroom participation and/or examination) and the following minimum specified practical operations:

DESCRIPTION OF COURSE: (D.O.T. # 332.271 .02-)-(CIP # 12.0405) This is a specialty course covers all aspects of massage. Successful completion of this course will allow the graduate massage therapist to perform various massages and various massage procedures.

DEFINITION OF TERMS: Technical instruction means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audio and visual film, tapes, slides and examination.

Practical Operations, means the actual performance by the student of complete services on another person or a mannequin. Instructional Techniques and Methods: Students will attend regularly scheduled theory classes (lecture), read assigned chapters of their text books, must take and pass assigned tests with a grade point average of 70% (C) or better. The student will learn the technical techniques and methods of performing massages both basic American and Swedish, knowing safe and proper techniques, also will learn professionalism, ethics, personal grooming, dress, employer-employee relationships, personal and business ethics, customer relations and communication skills. Technical instruction will be provided to students in each skill prior to the student actually performing client services (practical operations).

COURSE FORMAT: Each unit of instruction is divided into six levels of instruction, (1) Theory classes, (lectures and demonstrations) (2) Theory testing (written and oral) (3) Practical operations demonstrations, (4) Practical operations on mannequin or other person, (5) Complete operations performed on another person and (6) Performance reviews (progress evaluations, see satisfactory progress policy). The minimum combined total clock hours of 600, include the technical instruction phase and opportunity for the student to acquire the necessary skills through practical applications developed under the supervision of the school's instructors.

CURRICULUM FOR MASSAGE THERAPY PROGRAM-650 HOURS

The curriculum for students enrolled in the massage course shall consist of six hundred fifty (650) clock hours of technical instruction practical operations in teaching the art of massage. Technical instruction means instruction by demonstration, lecture, class room participation or examination. Practical operation shall mean the actual performance by the massage technician of all techniques principles.

Massage Therapy Program - 650 Hours

	Subject	Lecture Clock Hours	Practice Clock Hours	Total Clock Hours
6001	Human Anatomy, Physiology & Kinesiology	125	0	125
6002	Pathology	40	0	40
6003	Health & Hygiene	5	0	5
6004	Face, ear and scalp massage	5	15	20
6005	Chair Massage	6	19	25
6006	Oriental Massage (Tui Na & Acupressure)	35	60	95
6008	Therapeutic Massage (Swedish Massage)	40	68	108
6009	Foot Reflexology	35	45	80
6010	Sport Massage	2	8	10
6011	Deep Tissue massage techniques for medical treatment	30	70	100
6012	Introduction of SPA Massage	5	0	5
6013	Hydrotherapy	14	0	14
6018	Precautions for HIV	3	0	3
6019	First Aid & CPR	4	4	8
6020	Professional Ethics	6	0	6
6021	Business Practice	6	0	6
Total Clock Hours		361	289	650

600 HOURS COURSE

DEFINITION OF TERMS: Technical instruction means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audio and visual film, tapes, slides and examination.

Practical Operations, means the actual performance by the student of complete services on another person or a mannequin. Instructional Techniques and Methods: Students will attend regularly scheduled theory classes (lecture), read assigned chapters of their text books, must take and pass assigned tests with a grade point average of 70% (C) or better. The student will learn the technical techniques and methods of performing massages both basic American and Swedish, knowing safe and proper techniques, also will learn professionalism, ethics, personal grooming, dress, employer-employee relationships, personal and business ethics, customer relations and communication skills. Technical instruction will be provided to students in each skill prior to the student actually performing client services (practical operations).

COURSE FORMAT: Each unit of instruction is divided into six levels of instruction, (1) Theory classes, (lectures and demonstrations) (2) Theory testing (written and oral) (3) Practical operations demonstrations, (4) Practical operations on mannequin or other person, (5) Complete operations performed on another person and (6) Performance reviews (progress evaluations, see satisfactory progress policy). The minimum combined total clock hours of 600, include the technical instruction phase and opportunity for the student to acquire the necessary skills through practical applications developed under the supervision of the school's instructors.

CURRICULUM FOR MASSAGE THERAPY PROGRAM-600 HOURS

The curriculum for students enrolled in the massage course shall consist of six hundred (600) clock hours of technical instruction and practical operations in teaching the art of massage. Technical instruction means instruction by demonstration, lecture, classroom participation or examination. Practical operation shall mean the actual performance by the massage technician of all techniques and principles.

Massage Therapy Program - 600 Hours

	Subject	Lecture Clock Hours	Practice Clock Hours	Total Clock Hours
6001	Human Anatomy, Physiology & Kinesiology	125	0	125
6002	Pathology	40	0	40
6003	Health & Hygiene	5	0	5
6005	Chair Massage	6	19	25
6006	Oriental Massage (Tui Na & Acupressure)	35	60	95
6008	Therapeutic Massage (Swedish Massage)	40	68	108
6009A	Advanced Foot Reflexology	70	110	180
6010	Sport Massage	2	8	10
6020	Professional Ethics	6	0	6
6021	Business Practice	6	0	6
Total Clock Hours		335	265	600

500 HOURS COURSE

COURSE OUTLINE: The MASSAGE THERAPIST course consists of **500** clock hours, which include hours of technical instruction (lecture, demonstration, classroom participation and/or examination) and the following minimum specified practical operations:

DESCRIPTION OF COURSE: (DOT. # 332.271.02-)-(CIP # 12.0405) This is a specialty course covers all aspects of massage. Successful completion of this course will allow the graduate massage therapist to perform various massages and various massage procedures.

DEFINITION OF TERMS: Technical instruction, means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audio and visual film, tapes, slides and examination.

Practical Operations, means the actual performance by the student of complete services on another person or a mannequin. Instructional Techniques and Methods: Students will attend regularly scheduled theory classes (lecture), read assigned chapters of their text books, must take and pass assigned tests with a grade point average of 70% (C) or better. The student will learn the technical techniques and methods of performing massages both basic American and Swedish, knowing safe and proper techniques, also will learn professionalism, ethics, personal grooming, dress, employer-employee relationships, personal and business ethics, customer relations and communication skills. Technical instruction will be provided to students in each skill prior to the student actually performing client services (practical operations).

COURSE FORMAT: Each unit of instruction is divided into six levels of instruction, (1) Theory classes, (lectures and demonstrations) (2) Theory testing (written and oral) (3) Practical operations demonstrations, (4) Practical operations on mannequin or other person, (5) Complete operations performed on another person and (6) Performance reviews (progress evaluations, see satisfactory progress policy). The minimum combined total clock hours of 500, include the technical instruction phase and opportunity for the student to acquire the necessary skills through practical applications developed under the supervision of the school's instructors.

CURRICULUM FOR MASSAGE THERAPY PROGRAM-500 HOURS

Massage Therapy Program - 500 Hours

	Subject	Lecture Clock Hours	Practice Clock Hours	Total Clock Hours
6001	Human Anatomy, Physiology & Kinesiology	125	0	125
6002	Pathology	40	0	40
6003	Health & Hygiene	5	0	5
6005	Chair Massage	6	19	25
6006	Oriental Massage (Tui Na & Acupressure)	35	60	95
6008	Therapeutic Massage (Swedish Massage)	40	68	108
6009	Foot Reflexology	35	45	80
6010	Sport Massage	2	8	10
6020	Professional Ethics	6	0	6
6021	Business Practice	6	0	6
Total Clock Hours		300	200	500

300 HOURS COURSE

CURRICULUM FOR MASSAGE THERAPY PROGRAM-300 HOURS

The curriculum for students enrolled in the massage course shall consist of three hundred (300) clock hours of technical instruction and practical operations in teaching the art of massage. Technical instructions mean instruction by demonstration, lecture, classroom participation, or examination. Practical operation shall mean the actual performance by the massage technician of all techniques and principles.

Massage Therapy Program - 300 Hours

Subject	Lecture Clock Hours	Practice Clock Hours	Total Clock Hours
6001 Human Anatomy, Physiology & Kinesiology	125	0	125
6002 Pathology	40	0	40
6003 Health & Hygiene	5	0	5
6005 Chair Massage	6	19	25
6006 Oriental Massage (Tui Na & Acupressure)	33	60	93
6020 Professional Ethics	6	0	6
6021 Business Practice	6	0	6
Total Clock Hours	221	79	300

150 HOURS COURSE

CURRICULUM FOR MASSAGE THERAPY PROGRAM-150 HOURS

The curriculum for students enrolled in the massage course shall consist of one hundred and fifty (150) clock hours of technical instruction and practical operations in teaching the art of massage. Technical instructions mean instruction by demonstration, lecture, classroom participation, or examination. Practical operation shall mean the actual performance by the massage technician of all techniques and principles.

Massage Therapy Program - 150 Hours

Subject	Lecture Clock Hours	Practice Clock Hours	Total Clock Hours
6003 Health & Hygiene	5	0	5
6011 Deep Tissue massage techniques for medical treatment	30	70	100
6013A Hydrotherapy	30	0	30
6018 Precautions for HIV	3	0	3
6020 Professional Ethics	6	0	6
6021 Business Practice	6	0	6
Total Clock Hours	80	70	150

FOOT REFLEXOLOGY-250 HOURS

The FOOT REFLEXOLOGY course consists of 250 clock hours, which include hours of technical instruction (lecture, demonstration, classroom participation and/or examination) and the following minimum specified practical operations. The minimum combined total clock hours of 250 include the technical instruction phase and opportunity for the student to acquire the necessary skills through practical applications developed under the supervision of the school's instructors.

Foot Reflexology - 250 Hours

	Subject	Lecture Clock Hours	Practice Clock Hours	Total Clock Hours
6001F	Human Anatomy, Physiology & Pathology	50	0	50
6003	Health & Hygiene	5	0	5
6009A	Advanced Foot Reflexology	70	110	180
6018	Precautions for HIV	3	0	3
6020	Professional Ethics	6	0	6
6021	Business Practice	6	0	6
Total Clock Hours		140	110	250

FOOT REFLEXOLOGY PERFORMANCE OBJECTIVE: Acquire knowledge of establishing practices, acquire the knowledge of sanitation sterilization as related to all phases of Foot Reflexology & Foot Massage Therapy, acquire the knowledge of general theory relative to foot reflexology/massage including anatomy, physiology and acquire business management techniques.

SKILLS TO BE DEVELOPED: Learn the proper use of implements relative to all services, acquire the knowledge of massage prior to all services, will learn the procedures and terminology used in performing all foot massage services, will learn the all basic reflexology & massage techniques.

ATTITUDES AND APPRECIATION'S TO BE DEVELOPED: Be able to appreciate good workmanship common to the field of massage, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

GRADUATION REQUIREMENTS: When a student has completed the required theory hours and practical operations in massage therapy with a GPA of "c" (70%) or better he or she is awarded a diploma certifying his or her graduation.

PERMIT REQUIREMENTS: In order to practice the art of massage in an establishment a permit business license is required and must be secured by the local city office (police department) of which you plan on working in. Each city has certain requirements and the fees vary city to city. The school will provide you with all the surrounding city information on obtaining a permit to work in the field of massage as well as assist you in the application process. Local cities may not require a permit to practice foot reflexology. You must check with the local police department in the city you wish to gain employment to find out their requirements.

SELECT THERAPY INSTITUTE INC.

FACULTY/ORGANIZATIONAL CHART

Director & Administrator: Kai Di

Dean & Financial Advisor: Alfred Mayerski

Office manager: Michael Liang

Assistant to Director, Job Placement, Permit & Licensure: Rachel Yang

Office Assistant & Student Counselor: Kevin Ren

EDUCATIONAL FACULTY QUALIFICATION LIST

<p>Jiuru Xie</p> <p>Medical Doctor & Professor</p> <p>Licensed Acupuncturist</p> <p>Certificate of Authorization for Instructor</p>	<p>(Massage Theory & Bodywork: Medical Terminology, Anatomy, Physiology, Pathology, Kinesiology, Hydrotherapy & Ethics, Professional Standards and Business Practice)</p>	<p>Instructor</p> <p>20 years</p> <p>10 years</p> <p>07 years</p>
<p>Kai Di</p> <p>Medical Doctor (China)</p> <p>Licensed Acupuncturist</p> <p>Certificate of Authorization for Instructor</p>	<p>(Massage Theory & Bodywork, Anatomy, Physiology, Pathology, Kinesiology, Hydrotherapy & Ethics, Professional Standards and Business Practice Therapeutic Massage and Body work and Foot Reflexology)</p>	<p>Instructor</p> <p>15 years</p> <p>11 years</p> <p>07 years</p>
<p>Li Hu</p> <p>Massage Therapist</p> <p>Certified Nursing Assistant</p> <p>NCBTMB</p> <p>Certified Massage Therapist in California</p>	<p>(Massage Theory & Bodywork, Anatomy, Physiology, Pathology, Kinesiology, Hydrotherapy & Ethics, Professional Standards and Business Practice Therapeutic Massage and Body work and Foot Reflexology)</p>	<p>Assistant Instructor</p> <p>09 years</p> <p>04 years</p> <p>02 years</p> <p>02 years</p>