

Somatherapy Institute

Catalogue

SOMATHERAPY INSTITUTE INC.

Catalogue

About Us

Owners: Mireya Escalante & Kent Williams

1/1/2012

Mailing address: PO Box 2973 Rancho Mirage CA 92270

Physical address: 71-537 Rancho Mirage CA 92270

Phone: 760-321-9214

Email: somatherapyinstitute@gmail.com

Website: www.somatherapy.com

Our Commitment:

- We are dedicated only to massage training and related disciplines.
- We intend to follow the path laid down by Ramona Moody French, the school's creator.
- We are committed to remaining an approved school and maintain a competitive price structure so that students stay within their means as they acquire the necessary skills.
- We are committed to hiring the finest instructors.
- We are committed to releasing our graduates into the world of massage feeling capable and confident.

Code of Conduct

Students are expected to conduct themselves as professionals since, presumably, this is why they are training. This includes proper dress and proper decorum. If a student is disruptive to the class and or it is deemed the student is negatively affecting the other students in attendance, as owners we feel obligated to ask the student in question to go elsewhere for their education

Also, if any student in question is disrespectful to any member of the staff by failing to comply or exhibiting off-putting behavior not in keeping with proper decorum, the staff will be compelled to bring this to our attention and dismissal from the school will be necessary.

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History

Desert Resorts School of Somatherapy was originally opened in 1991 as a branch of Mueller College of San Diego, CA with Ramona Moody French as the Director. In 1993 the school was purchased and approved by the State

of California as an independent entity. In March 2009 Desert Resorts School of Somatherapy was purchased by the current owners and renamed Somatherapy Institute. As of February 15th 2011 Somatherapy Institute became a corporation whose official name is now Somatherapy Institute Inc.

Mission Statement

Somatherapy Institute Inc. is dedicated to helping our students to develop a set of practical skills, to perform massage/bodywork in a professional manner, and to make a successful transition to the work force and society. We also want our students to form an intellectual and spiritual insight and appreciation for the power of massage/bodywork and an ethical framework for safeguarding the client while in the altered state that may be produced by massage.

Disclosures

Somatherapy Institute Inc. is a privately owned vocational school, and is not a part of the public school system.

Somatherapy Institute Inc. is approved by the Bureau of Private Post Secondary Education.

Somatherapy Institute Inc. is a member of the Associated Bodywork and Massage Practitioners, headquarters located at 28677 Buffalo Park Rd., Evergreen, CO 80439.

Somatherapy Institute Inc. does not discriminate on the basis of race, gender, religion, national origin, age, sexual orientation.

Expectations

What our students can expect of the faculty and staff of Somatherapy Institute Inc.:

Competent and experienced faculty and staff

Diverse program

Preparation for a professional practice

Fair and consistent testing and grading

Confidentiality regarding personal information

Prompt attention to student needs and requests

A supportive environment in which to grow

Respect for each individual's boundaries

What Somatherapy Institute faculty and staff expect of our students:

Take responsibility for their education

Be responsive to constructive criticism

Uphold high standards of integrity

Behave in a professional way at all times

Be open to a variety of teaching styles and modalities

Be respectful of staff and other students

Practice high standards of personal hygiene

A high level of emotional intelligence and maturity in all interactions.

Facilities

Our campus is located at:

71-537 Highway 111 Suite E

Rancho Mirage, California 92270.

This institution, the facilities it occupies and the equipment it utilizes comply with any and all state and local ordinances and regulations regarding fire safety, building safety, and health.

Other Fees

Registration Fee: A \$100.00 non-refundable registration fee must be paid with the application for enrollment in school programs.

Tuition Deposit: A tuition deposit of \$50.00 per class must be paid when the student registers for upcoming classes. This amount is non-refundable and is applied toward the tuition. (See the refund policy, which follows.)

Credit for Prior Learning Fee. A fee of \$1.00 per hour credited is charged for each class for which a student requests credit for prior learning.

Installment Payments: All students are allowed to make installment

payments, on a weekly plan. Payments must be current, and all tuition and fees must be paid in full by the completion of the class. Students who do not keep their payments current will be subject to disciplinary action. In essence, students are required to finish paying for any particular class by the end of said class. If the student is not current, said student will not be allowed to continue with other classes until he or she gets caught up. The only exception to the above dictum concerns the Swedish enrollment. The Swedish class must be paid in full upon enrollment. All other classes fall under the installment provision.

Also regarding the Swedish class, as we have what is referred to as an open enrollment Swedish class we must require the student to finish the class in timely fashion. A student may enroll at anytime and can elect to attend class on a daily or weekly basis but once enrolled, we insist on attendance in a minimum four hour increments and we also require the student to have completed at least the hands-on training portion of the Swedish within four months. If the student is not able to complete the Swedish training in that four-month period, the student will have to pay for the class again and re-enroll.

Late Fees: A late fee of \$25.00 per month may be charged for payments received after the due date each month.

Tuition for Repeat Courses: Students who must retake a class due to a failing grade are responsible for the full cost of the class. Students who have successfully completed any class may retake the class at half price, if space allows.

Retest or Make-up Work Fee: A fee of \$35.00 per hour is charged to make up missed class work with the instructor. A fee of \$15.00 per hour is charged to make up missed class work with an assigned teaching assistant. A fee of \$15.00 per hour is charged to make up or repeat a missed written examination or practical.

Transcript Fee: A transcript is provided to each student at the completion of classes. Transcripts are mailed within three weeks of the end of each quarter. A fee of \$30.00 is charged for additional copies of transcripts.

Duplicate Certificate Fee One certificate is given to the student at the completion of any Course. A duplicate certificate is available from the office for \$25.00

Refund Information

The student has a right to a full refund of all charges less the amount of \$100.00 for the registration fee if he/she cancels the Enrollment Agreement prior to midnight on the first day of instruction. In addition, the student may withdraw from a course after instruction has started and receive a pro rata refund for the unused portion of the tuition and other refundable charges if the student has completed 40% or less of the instruction. A written notice of cancellation must be received by the school. The date of receipt of the written notice will determine the date used to determine any pro rata refunds.

The school will also refund money collected from a third party on the student's behalf. If payment has been made on the student's behalf by a third party, refunds will be made to the third party, not to the student.

If the school cancels or discontinues a course or education program, the school will make a full refund of all charges.

Refunds will be paid or credited as soon as possible, not to exceed 30 days following the date upon which the student's withdrawal has been determined.

Student Tuition Recovery Fund

Students of this institution who are California residents are charged a fee of \$2.50 per \$1000.00 of tuition for the Student Tuition Recovery Fund. This fee is transmitted to the Bureau for Private Postsecondary and Vocational Education by this institution on a quarterly basis.

The Student Tuition Recovery Fund (STRF) was established by the Legislature to protect any California resident who attends a private postsecondary institution from losing money if they have prepaid tuition and suffered a financial loss as a result of the school: (1) closing, (2) failing to live up to its enrollment agreement, or (3) refusing to pay a court judgment.

To be eligible for STRF you must be a California resident and reside in California at the time the enrollment agreement is signed. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered a California resident. To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, you have four years from the date of closure to file a STRF application. If a judgment is denied, you must file a STRF application within two years of the final judgment.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding STRF may be directed to the:

Bureau for Private Postsecondary and Vocational Education

**PO Box 980818
West Sacramento CA 95798-0818**

or call: 916-431-6959

Description of Program course requirements:

Massage Practitioner Program

Swedish Massage: (60 hours hands-on training; mandatory 40 hours clinic)	100 hours
Kinesiology	48 hours
Aromatherapy	16 hours
Introduction to Deep Tissue (Therapeutic Massage)	20 hours
Lymph Drainage Massage	24 hours
Pre-Natal Massage	06 hours
Business	14 Hours
Massage Ethics	14 hours
Health & Hygiene	14 hours

Total Hours: 256 hours

Cost: \$2500.00

Massage Therapist Program(Prerequisite: Practitioner Course)

Sports Massage	48 hours
Deep Tissue	36 hours
Thai Massage	32 hours
Spa Services	24 hours
Abhyanga Massage	16 hours
Acupressure	48 hours

Chair Massage	08 hours
Lomilomi	08 hours
Reflexology	20 hours
Warm Wood Massage	08 hours
Hot Stone Massage	08 hours

Total hours: 256

Cost: \$3000.00

The programs listed above are designed to meet the requirements for certification from the California Massage Therapy Council and include the 100 hours in anatomy, health and hygiene, ethics and contraindications. Indications and contraindications are addressed in all classes. Kinesiology deals with about 90% anatomy and 10% Physiology. Physiology is addressed more in Lymph Drainage and Basic Swedish massage. Ethics, Health & Hygiene, Holistic Theory and Business are offered as individual classes.

As mentioned, the CMT program assumes the student has already completed the Practitioner Program.

Students receive a \$300.00 discount when paying for the entire 500+ hour program upfront.

Class Descriptions

Abhyanga

The student will learn certain basic concepts of Ayurveda, including the three main Doshas and which oils are most appropriate to use. The student will learn contraindications along with the ritualistic sequence of strokes to be used in a single massage or in synchronization with another therapist, since the Abhyanga is often performed as a double massage. 16 hours

Cost: \$180

Acupressure:

On completion of this class, you will have a basic understanding and ability to apply acupressure therapy appropriately. You will gain insight into the philosophical and historical background of acupressure therapy, the effects and clinical applications of acupressure and contraindications and endangerment sites. You will learn general guidelines for giving acupressure including the therapeutic relationships and ethics, setting up the physical environment and elements of performance. 48 hours; Cost: \$520.00

Required text: *The Handbook of Chinese Medicine* (link found on website under *Books and Supplies*)

Aromatherapy

Basic principles of hydrotherapy and aromatherapy, indications and contraindications. 16 hours; Cost: \$180.00

Prerequisite: Swedish Massage or must take Swedish Massage concurrently.

Business

Online instruction in business basics and business planning.

14 hours; Cost: \$69.00

Chair Massage

This course is presenting a seated massage based on the oriental energy system. Students will be introduced to an easy Qi Gong practice to associate with the concept of Ki (a.k.a. Chi). Class is primarily practical but location of specific acupuncture lines and points is covered, as well as indications, contraindications, and body dynamics. Students will learn a 20-30 minute pattern for massage of head, neck, back, hips, arms, and hands with the client seated in a massage chair or on a stool. Stretches of neck, shoulders, and back are included in the pattern. 8 hours; Cost: \$140.00

Deep Tissue Massage

Techniques to release the connective tissue involved in hyper-contracted tissues plus appropriate stretches to help the muscles return to their resting length. Contraindications, how to work with acute and chronic conditions, postures associated with biomechanical dysfunctions, muscle memory and emotional release. 36 hours; Cost: \$399.00

Prerequisite for DT Massage: Swedish Massage and Kinesiology

Ethics

Online instruction dealing with communication, boundaries and ethical behavior. Required text: *The Ethics of Touch* (link found on our website under *(Books and Supplies.)*) 14 hours; Cost: \$69.00

Health & Hygiene

Online instruction that covers the most common ways disease is spread, proper precautions to be adhered to, including proper handling of massage equipment.

14 hours; Cost: \$69.00

Hot Stone Massage

The course introduces the use of heat therapy with hot stones. The student will learn to perform a 60 or 90 minute Hot Stone Treatment with ease and confidence. The instructor addresses indications and contraindications of heat. We teach the safe use of stones and adhere to all guidelines mandated by our liability insurance through Associated Body Work and Massage Professionals. Our own guidelines include teaching sanitation to prevent cross-contamination between clients. 8 hours; Cost \$160.00 (includes stone kit)

Kinesiology

Identify the origin, insertion, and actions of 120 muscles studied, as well as how to locate them by palpation. 48 hours; Cost \$520.00

Lomilomi

Inspired by the Sacred Lomilomi, this treatment is like a dance using forearms, palms and elbows in a very flowing, nurturing and honoring way. Multiple areas of the body are massaged at once causing the mind to relax. It brings a very therapeutic effect to the receiver. 8 hours; Cost \$140.00

Lymph Drainage Massage

Students will learn lymph drainage massage techniques for the face and neck plus an introduction to the energetic effects of lymph drainage massage. 24 hours; \$260.00

Pre-Natal Massage

All massage therapists, at one time or another, will need to give massage to a pregnant woman, and therefore must be able to adapt their massage techniques to the unique needs of their pregnant clients, and must have a good understanding of contraindications and safety. 6 hours; Cost: \$120.00

Reflexology

The student will learn corresponding pressure points located in the feet, hands and ears. The student will be able to incorporate the techniques either as a separate modality or as an adjunct to most massage therapy treatments. 16 hours; \$180.00

Spa Services

This class is designed to teach you everything you need in the way of body treatments: Scrubs, Wraps and other popular spa body treatments used at most of the hotels and spas. This will provide you with an overview of skincare and contraindications. 24 hours; Cost: \$280.00

Sports Massage

Sports Massage includes pre and post event, therapeutic massage, trigger point therapy, stretches, theory, including increasing range of motion, enhancement of athletic performance, and prevention of injury. 48 hours; \$520.00

Prerequisite for Sports: Kinesiology and Swedish Massage

Swedish Massage: Students learn to give a cohesive, one-hour Swedish massage, using the strokes of the Swedish repertoire. Covers contraindications and indications, muscular anatomy, introduction to business and ethics. The class consists of 60 hours of hands-on training plus 40 hours of mandatory clinic. 100 hours; Cost \$595.00

Thai Massage

This is a combination of yoga stretching, calmness and meditation, acupuncture and reflexology. It stimulates the muscle, joints, bones, nerves, ligament and lymphatic system. 32 hours; Cost \$340.00

Therapeutic Massage: Introduction to Deep Tissue

This class is intended to provide the student with necessary technique to deliver a "spa" massage that is firmer than basic Swedish but not intended

as a Deep Tissue Massage. Kinesiology is, therefore, not a prerequisite. The student will learn a proper sequence to follow to facilitate a massage and promote a disciplined approach. 20 hours; Cost: \$270.00 Prerequisite to TM: Swedish

Warm Wood Massage

Is a type of massage treatment which uses hand crafted heated wood tools of different sizes. This treatment includes long, soothing rhythmic strokes and deep pressure application. It reduces tension and stress, relax the body and mind and relieves tightness of muscles and tendons. The treatment allows deeper work but less work for the therapist. **Students should bring a heating pad to class.**

8 hours; Cost: \$140.00 (wood kit: \$35.00 extra)

Distance Learning Classes

This applies to our online classes. Students can access these classes by going to our site www.somatherapy.com and clicking on the heading *Schedule of Classes*. On the Schedule of classes page, scroll to the bottom above the calendar and click on the appropriate class heading. The student will then be redirected to the page that contains the actual assignment. These assignments can be downloaded or printed and can be returned either as an attachment in an email sent to somatherapyinstitute@gmail.com or the hard copy can be mailed to:

Somatherapy Institute Inc.

PO Box 2973

Rancho Mirage CA 92270

Each assignment must be completed within 30 days of the start date, which begins whenever payment is received. We receive notification of online purchases, or the student can pay at our office.

Instructors

Burt Boss

Burt holds degrees in engineering and business and previously worked in the health technology field. He co-owns his massage studio, Massage RX, with his wife, Mariellen. Burt teaches Kinesiology, Therapeutic and Deep Tissue Massage.

Gary Nolan

Gary attended Mueller College of Holistic Studies in San Diego where he completed the HHP program of 1000 hours. Gary moved to Palm Springs and became a massage therapist at the Spa Resort and Casino in 1995.

He taught for Desert Resorts School of Somatherapy and continues as an instructor here where he teaches Sports Massage and, as an elective class, Myofascial Release.

Mariellen Boss

Mariellen Boss, HHP, CMT has been working in resort and day spas in the Coachella Valley since 1992. She is a licensed esthetician and co-owner of Massage Rx in Rancho Mirage, CA. Mariellen is a graduate of Desert Resorts School of Somatherapy and has studied massage and herbalism in China and Belize. Mariellen teaches Lymph Drainage and Aromatherapy.

Ron Garcia

Ron has been a massage therapist since 2004. He is currently working as a therapist at the Spa Resort Casino and Big Horn Country Club. He is very passionate with the eastern style of massage and as a result, he traveled to Asia (Chiang Mai, Thailand and Manila, Philippines) to study and learn more about the different eastern modalities. He's planning to go to China also for continuing education. Ron teaches Thai Massage, Table Thai, Warm Wood Massage and Lomilomi.

Mireya Escalante

Mireya is co-owner of Somatherapy Institute Inc. and teaches Basic Swedish, Spa Services, Aromatherapy, Pre-Natal massage and Hot Stone Massage. Mireya is one of Ramona Moody's disciples and among her very first students. She has been a therapist at the JW Marriott Desert Springs

for over twenty years, has trained most of their therapists in Spa Services and designed many of their specialty treatments.

Instructional Calendar

Holidays:

Somatherapy Institute Inc. is closed New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving week and Christmas week, plus approximately one week at the end of each quarter.

Quarter Schedule

Classes are offered on a quarterly basis, with new classes beginning in January, April, July, and September. The day and time of each class varies each quarter, so the student is advised to consult a current schedule of classes, which may be obtained from the office. Students should consult the class schedule before scheduling vacations or travel.

Classes are offered Monday through Friday, at various times from 8 AM to 10:00 PM. During the year we offer as many classes as possible both in the daytime and in the evening.

Morning classes 8 AM to noon,
or 9 AM to 1 PM

Afternoon classes 1 PM to 5 PM
or 1:30 PM to 5:30 PM
or 2:00 PM to 6 PM

Evening classes 5 PM to 9 PM
or 6 PM to 10 PM

Intensive classes are offered for one and two week periods throughout the year. Consult a current schedule of classes for the dates of this year's intensives.

Morning classes 9:00 AM to 12:00 PM

Afternoon classes: 1:00 PM to 6:00 PM

Afternoon classes 2:00 PM to 5:00 PM (Alternate schedule)

Evening classes 6:00 PM to 10:00 PM

Clinic hours are part of the Swedish course and can be performed 9am-12noon and 1pm-5pm Monday - Fridays unless there is a class conflict. The public is charged a nominal fee and are ask to fill out forms before and after the massage. The first form is to alert the student and management regarding contraindications. The second form is for evaluation purposes. Management requires advanced notice and reminds the client that they are receiving a "student" massage for educational purposes and that the student is not yet schooled in Kinesiology or Deep Tissue.

Class Cancellations

Announcements are made in class if an instructor cancels a class. A missed class will be rescheduled on a day and time agreed upon by the course instructor and the students.

School Closure

On rare occasions severe weather conditions will dictate the closure of the school. In the case of a wind advisory or flash flood warning, call the school before leaving home to be sure the school has not been closed. If the school is closed due to an emergency or severe weather conditions, a make-up day will be scheduled.

Enrollment

Entrance Requirements

Entrance in any of our training programs requires that a prospective student be at least 18 years of age and in good health, having no communicable disease, a United States resident. Each person is accepted if, in the school's opinion, that individual has the possibility of success in the chosen objective.

All classes are taught in English, and each student must be able to read and understand English sufficiently to understand lecture material and homework.

The practice of massage requires the ability to stand for an hour or more at a time, while working with your hands, arms, and back. If you have ever had any injuries to your legs, arms, or spine, consult your physician to assess your ability to perform massage.

There is currently state certification for massage in California. Though many massage practitioners are usually licensed by the municipality where they work, this is beginning to change and more and more therapists are applying for state certification. The C.A.M.T.C. was created to implement voluntary certification for the massage therapy profession. Those who have been certified may practice throughout the state without need for additional local massage permits or licenses. You should, however, consult the municipality where you plan to work to learn their business permit and massage permit requirements before enrolling to be sure that you take the appropriate classes to meet the municipality's requirements.

Exit Practical

Upon the completion of 250 hours of study, as the student prepares to

apply for certification, the Director may require of a student that they perform an exit practical to determine competence. If the student fails the practical, they will be asked to perform more clinic hours before applying for State Certification.

Enrollment Policy

Students may enroll on any school day before the beginning of each class though it is preferable that enrollment occur in advance. The school currently does not have available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees.

How to Enroll

After reading this catalog and other material you have received from us, call the school to ask any questions you may have, and to set up an initial interview. If you live out of the local area, the interview may be conducted by telephone. Prospective students are encouraged to visit the physical facilities of the school and to discuss personal, educational, and occupational plans with school personnel prior to enrolling or signing enrollment agreements. Enrollment forms may be obtained at our office or mailed by request.

Please bring with you copies of all your certificates and transcripts for any related training you may have taken previously. Complete the enrollment procedure by submitting (before the first class) all forms, completed and signed, and a non-refundable enrollment fee of \$100.00. There is also a \$50.00 tuition deposit required for each class for which you wish to register.

Credit Evaluation Policy

Students with previous training in the course to be pursued will be evaluated upon enrollment and given appropriate credit. Evaluation will be based upon official transcripts of prior study. Credit allowed will be recorded in student records and the length of the course shortened appropriately up to a limit of 50% of the required hours. The student will be charged an administrative fee of \$1.00 per hour of credit given.

Notice Concerning Transferability of Credits and Credentials Earned at our Institution

"The transferability of credits you earn at Somatherapy Institute Inc. is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Somatherapy Institute's Practitioner Program or Massage Therapist Program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Somatherapy Institute Inc. to determine if your certificate will transfer."

Continuous Enrollment

"Continuous enrollment" shall be defined as enrollment in, and successful completion of, at least one class per quarter for three quarters of each calendar year at Somatherapy Institute or any other approved institution, after having initially enrolled at Somatherapy Institute. Continuous enrollment secures "catalog rights" for the student. Catalog rights are defined as guaranteeing students the specific course requirements of the year they first enrolled. Continuous enrollment applies to all students interested in earning any certificate offered at Somatherapy Institute. This policy is effective for students who established continuous enrollment at the start of the Winter 2010 quarter (January through March) or later.

Attendance Policy

Absence

It is very important not to miss any class session. However, absence shall be excused under the following circumstances: illness, birth, or death in the immediate family, and other valid reasons substantiated in writing and at the discretion of the Executive Director. All other absences shall be considered unexcused.

Unexcused absences must be made up within two weeks of the end of the class, or the student will be graded "incomplete" and will have to repeat the class. Tardiness is considered to be absence and must be made up.

Interruption for Unsatisfactory Attendance

Students who miss 25% of class hours will be dropped from that class. The student will, if appropriate, receive a refund calculated from the drop date.

Make-Up Work

Make-up work will be required for unexcused absence. All work must be completed no later than two weeks from the last day of class. However, hours of make-up work cannot be considered as hours of class attendance for the purpose of calculating grades.

Leave of Absence Policy

It is important not to miss any class session. However, if it is necessary for a student to take a leave of absence, it will be granted at the discretion of the Director. Any student who expects to miss more than 25% of a class will be encouraged to drop and re-enroll in the future.

Cancellation of a class or course

If after the first day of class a student does not want to continue, the student may cancel the contract for school, without any penalty or obligation within five business days from the date above. Notices of cancellation must be made in writing. Verbal notification will not be accepted. Upon cancellation of any class or course, any payment the student made and any negotiable instrument signed by the student shall be returned within ten days following the school's receipt of the cancellation notice.

Any equipment provided by the school must be returned within ten days of

the date you signed a cancellation notice. If you do not return the equipment within this ten-day period, the school may keep an amount out of what you paid that equals the price of the equipment written in the contract. The school is required to refund any amount over that as provided above and you may keep the equipment.

To cancel this contract for school, mail, deliver or send a facsimile of a signed and dated written notice to:

Somatherapy Institute
PO Box 2973
Rancho Mirage CA 92270

Students have a right to cancel a course or class at any time and receive a refund for that portion of the class paid for but not taken. Refund rights are described in the contract. If the student has lost his or her copy of the contract, the office can give the student another copy.

Students do not have the right to cancel by just telephoning the school or by not coming to class. Notices of cancellation must be made in writing. Refunds are calculated based on the classroom hours that have elapsed up to the time the notice of cancellation is received by the school, whether or not the student attended the class. If the student does not give a written notice of cancellation and simply stops attending, the school will drop the student from the class after the third absence. A refund, if any, will be calculated based on the day the student is dropped from the class, and the school will refund the amount paid for the portion of the class remaining after the drop date.

Other Policies

Bicycles are not allowed in the building at any time.

Pets are not allowed in the building at any time. This does not apply to working animals such as seeing-eye dogs.

Classroom Responsibility

Students are responsible for cleaning the room after each class. Chairs must be stacked or returned to the chair rack, tables must be properly cleaned, all litter must be cleaned up, and wastebaskets emptied.

Copy Machine is ONLY for use by the Instructors and office personnel. Ask office personnel where the nearest public copier is located.

Facility Usage

Problems, such as broken or faulty equipment or fixtures, should be reported to the office immediately. Students may not use the Clinic for practice or trades except when directed by an instructor. The school provides tables for classroom use only. Massage tables are NEVER loaned out to students or others.

Financial Responsibilities

Students have the responsibility to pay for their training as agreed to in the enrollment agreement. While we offer a payment plan for the convenience of the student, we expect students to make payments in a timely manner and to complete payment for each class before the class is over.

Somatherapy Institute accepts some forms of third party payment, such as rehabilitation programs, but the final responsibility for payment rests with the student. Students who do not make payments in a timely manner will be dropped from the classes in which they enrolled.

Jewelry

We encourage students NOT to wear jewelry to class, especially valuable jewelry. If you do wear jewelry, please put it in a safe and secure place before starting the massage. We are not responsible for any lost or stolen items.

Lost And Found

If you find anything, please turn it in to your instructor. If you have lost anything, please ask your instructor if it has been turned in.

Records Retention and Access

Student records will be retained at the school for at least five years. Students may access their records by applying to the Director who will make an appointment for the student to review or copy records during regular business hours. Records may not be removed from school premises and there will be a small charge for copying records.

Responsibility for personal belongings

Any items of value, such as jewelry, computers, etc. should be left at home. Please don't bring more possessions with you to class than will fit under the massage table, to avoid clutter. Please put your name and phone number on all your books and equipment. We are not responsible for any lost or stolen items.

Student Injury

Somatherapy Institute students are not covered by health or medical insurance or for any injury. Students involved in an injury while in class are required to complete an injury report form and submit it to the instructor within 24 hours of the incident. Forms are available in the office.

Telephones

There are no public telephones at this location.

Progress Policy

The school's grading system for each class is determined by the instructor.

Progress is evaluated by quizzes, tests, practical exams, class participation, oral reports and the instructor's assessment. When a student's progress is unsatisfactory, the instructor will notify the Director. All effort will be made to assist the student to improve. If, in the instructor's and the Director's opinion, the student is not likely to complete the course successfully, the student will be so notified. Any grade of C or better is considered passing. A grade of D will require a make-up session or more clinic hours. A grade of F means the class will have to be taken again.

Conditions for Re-enrollment

Re-enrollment will be approved only after evidence is shown to the Director's satisfaction that the conditions, which caused the interruption for unsatisfactory progress, have been rectified.

Graduation

Students are awarded a certificate upon the completion of the following:

- **Satisfactory completion of all required classes**
- **Completion of all required supervised practice**
- **Payment in full for all classes**
- **Compliance with all policies and procedures**
- **Upon completion of either Program, students will receive a certificate/diploma indicating the program title and hours of completion.**
- **To obtain the certificate, students who have completed all requirements should notify the office, using the transcript request form available from the school. No student will receive a certificate until all requirements are met. Certificates and transcripts will be mailed within ten business days after the office receives the request.**

Student Services

Bulletin Boards

Bulletin boards are located in the facility and contain important information for staff, faculty, and students. Students may place notices on bulletin boards only with permission.

Childcare

This institution does not provide childcare, nor are children allowed in the classrooms.

Counseling

The Director and several instructors are available for professional counseling upon request. Appointments for such must be made in advanced.

English As A Second Language

Somatherapy Institute Inc. does not provide instruction in English as a second language.

Housing

Somatherapy Institute does not provide on site housing and has no responsibility to find or assist a student to find housing.

Placement Services

Somatherapy Institute has no placement services. Local employers are allowed to post openings on bulletin boards located at both facilities.

Student Complaint Procedure

This institution has a procedure for resolution of student grievances. A student may lodge a complaint by communicating in writing to any teacher, administrator or other school personnel. The recipient of the complaint shall transmit it as soon as possible to the Director and shall attempt to resolve complaints related to that person's duties.

The Director will investigate complaints thoroughly, including interviewing all people and reviewing all documents that relate or may potentially relate to the complaint. The Director may reject the complaint or attempt to resolve or,

compromise in any reasonable manner, including the payment of a refund. The Director will record a summary of the complaint, its disposition, and the reasons, place a copy of the summary in the student's file and make an appropriate entry in the log of student complaints.

The institution shall, within 10 days of receiving the complaint, provide the student with a written response, including a summary of the institution's investigation and the disposition. If the complaint or relief requested by the student is rejected, the Director will provide the reasons for the rejection.

The student may appeal the Director's decision in writing and resubmit a complaint to the Director or Vice President. A board which consists of the Director, Vice President, an instructor, and two students will convene as needed.

The student's participation in the complaint procedure and the disposition of a student's complaint shall not limit or waive any of the student's rights or remedies.

Standards of Conduct and Professional Ethics

Teacher/Student Relationships

The relationship between faculty and student is that of teacher and learner and is essential to the success of the program. Any actions that would compromise that relationship are forbidden. In particular, dating and sexual relationships between student and faculty, or student and administrative staff, are unethical and have negative consequences including favoritism, unfair treatment of students, breach of confidentiality, and violation of ethical boundaries. Other actions, including the giving of gifts to instructors or administrative staff, or excessive familiarity, although less consequential, may also compromise educational boundaries, and are to be discouraged.

Confidentiality

Professional standards include confidentiality. Students are expected not to reveal personal information concerning faculty, staff, students, and clinic clients. When discussing clinic clients in appropriate settings, such as the classroom, care must be taken not to reveal a client's name or identity. Breaches of confidentiality are grounds for disciplinary action.

Faculty and staff members must keep confidential personal information regarding students, including grades, academic status, health history, financial status and any other information garnered from any source

about students.

Sexual Harassment

It is the desire of the staff and faculty of Somatherapy Institute Inc. to provide a safe learning environment. We expect a high level of professional behavior from our students, staff, and faculty. Any form of sexual harassment or other abusive behavior will not be tolerated. The following behaviors will be grounds for disciplinary action:

Sexual activity on school premises

Sexual advances in any classroom or therapy setting

Careless, unethical, or sexual touching of classmates, instructors, or clinic clients.

Sexual relationships between students and instructors or students and staff.

Sexual speech or innuendo in any classroom or clinic setting

Students who observe or experience sexual harassment should report the incident to an instructor or the Director. All complaints will be investigated.

Academic Integrity

Academic integrity means not cheating on examinations or homework assignments, not taking credit for another's work, completing work on time and always working at one's fullest potential.

Peaceful Environment

Maintaining a safe and peaceful environment is essential for learning and for growth. Any of the following actions listed is grounds for disciplinary action:

Possession of weapons on school premises

Behavior creating a safety hazard to other persons at school

Disrespectful behavior to another student, an administrator or faculty

member, or any other stated or determined infraction of conduct

Any form of verbal, physical, or emotional abuse, harassment, intimidation or violence, or threats of violence toward any member of the school community.

Substance Abuse

The following activities are grounds for disciplinary action:

The use, abuse, bartering, possession, exchange, selling, or distributing of alcohol or controlled substances (illegal drugs) on school premises or at school-related activities.

Attending school, working in the clinic, engaging in practice sessions or other course requirements while under the influence of alcohol or illegal drugs.

While Somatherapy Institute Inc. acknowledges that alcohol may be appropriate for private social occasions, we provide the following policy:

Alcohol is not permitted on school premises

No student, guest, or employee of the school is allowed to bring his/her own alcohol onto school premises

Somatherapy Institute Inc. will not be the provider of alcohol for any school event.

Any member of the Somatherapy Institute community, including students, staff, and faculty, who is observed or reported to have violated this policy, will be immediately removed from the school premises and is subject to dismissal. The Director will notify the student or staff member of any disciplinary action that will be taken, including a warning, probation, or dismissal. Probation will depend upon participation in a drug/alcohol abuse or rehabilitation program. In addition, the school has the responsibility to notify the legal authorities of any violation of the law observed or reported on school premises.

Sale/Endorsement of Products or Services

Students shall not sell, promote, or endorse the purchase of a specific product or professional service in the classroom or clinic. Flyers may be posted on the bulletin boards, subject to approval by the office, as long

as any demonstrations and/or sales activities are conducted off school premises.

Professional Appearance

Students are expected to be professional in appearance and have good personal hygiene. While we do not require students to wear a uniform, we have certain minimum requirements for dress and hygiene. The following guidelines should be followed:

Students should be covered with opaque clothing from the clavicle to halfway down the thigh. Shirts must have short sleeves.

Students must wear shoes with non-skid soles and closed heels. Flip-flops, slippers, and backless sandals are not permitted.

Students should take care to have clean, neatly groomed hair and short, clean fingernails.

Students should take care not to have any offensive odors, including body odor, bad breath, cigarette smoke, perfumes or after shave.

Students should be aware that others in the school might be allergic to perfumes and other scents. Students are encouraged not to wear jewelry to school.

Guidelines for Draping, Dressing and Undressing, Nudity

Complete nudity is never permitted at any time in the presence of others, except that same sex students may share the same dressing room.

Students giving a massage are always fully clothed, including shoes.

Individual modesty is to be respected at all times.

Students must use proper draping techniques as demonstrated by their instructors.

Genital areas and the female breast are to be covered at all times.

The body should not be completely uncovered at any time in class or clinic. Generally, only the body area being massaged at the time is uncovered.

In the clinic, the student therapist should instruct the client to undress privately, while the student is out of the room, and to get on the table under the drape before the student therapist returns.

Students Receiving Compensation for Massage

If a student chooses to perform massage or bodywork for compensation without the proper certification and/or permit, he or she should know that this action may result in arrest, a fine, inability of the student to obtain certification in the future, and other sanctions determined on by local authorities. In addition, if a student working without certification becomes the object of a complaint regarding personal injury, inappropriate behavior or unethical practice, such a person is not covered by liability insurance.

Disciplinary Procedures

The Director coordinates disciplinary action. Grounds for disciplinary action:

Failure to maintain satisfactory academic progress

Failure to keep payments current

Failure to comply with Policies and Procedures outlined in Student Catalog

Failure to maintain satisfactory academic progress

The student's instructor will notify the Director when a student is not in compliance with academic requirements. The Director and instructor will determine whether counseling, an academic warning, probation, suspension, or dismissal is warranted. If dismissal is not warranted, the Director and instructor will determine the conditions under which the student will come back into compliance with academic requirements. This may include retaking failed courses,

modifying the student's schedule, make-up work, special projects/assignments, or additional testing. The goal is not punitive, but to provide an opportunity for the student to successfully complete the program.

Failure to keep payments current

This school is held accountable to the State government for fiduciary responsibility. It is irresponsible and unfair to other students to allow a student to continue taking classes if that student fails to meet his/her financial obligations. The Director and student will discuss the factors that are affecting the student's ability to pay his/her financial obligation and if necessary create a new payment schedule. If the new payment schedule is not adhered to, the Director will initiate disciplinary procedures, up to and including dismissal.

Failure to comply with Policies and Procedures outlined in Student Handbook and Catalog

A student, instructor, or staff member must submit complaints regarding a student's conduct in writing to the Director. The director will notify the student that a complaint has been made and will give the student a copy of the complaint along with the specific policies that are at issue and potential sanctions. The student may respond to the complaint by submitting a written response to the Director within 5 business days of receiving the complaint.

The Director will investigate the complaint thoroughly, including interviewing all people and reviewing all documents that relate or may potentially relate to the complaint; and decide upon one of the following courses of action: dismiss the complaint, issue a warning to the student, or hold a disciplinary action hearing.

If the Director decides the complaint should be dismissed, The Director will write a letter to the person who made the complaint. If the Director determines that a warning should be issued, the Director will write a letter to the student that describes the warning and reminds the student that failure to heed the warning will be grounds for further action.

If the Director determines that a disciplinary action hearing should be held, the Director will convene a committee consisting of the director and two faculty members. The hearing shall be held within ten working days of receipt of the student's written response to the complaint. The Director may require that the student discontinue attending classes until and during the hearing.

The hearing committee will review all written documents and schedule a hearing at which time the student may respond to the complaint. The committee shall determine whether the complainant's appearance at the hearing for questioning is required. The committee may also receive any other pertinent oral or written information at the hearing from other person within the school community. All information oral or written reviewed by the committee will be made available to the student for his/her response. The student may submit to the committee documents, information, and/or statements. This student is responsible for arranging the attendance of persons whom he/she wishes to attend as witnesses. The hearing committee may limit the number of persons attending the hearing.

The hearing is not a courtroom proceeding and therefore the rules that govern such proceedings do not apply. The hearing committee shall exercise reasonable control over the inquiry and presentation at the hearing in order to achieve the legitimate purpose of the hearing and to prevent intimidation or harassment of any person, which is contrary to the purpose of the hearing. An advocate may accompany the student at the meeting.

The committee may decide to dismiss the complaint, issue a warning to the student, place the student on probation, suspend or dismiss the student. The committee will notify the student of its decision within 10 working days of the hearing.

The Director will record a summary of the complaint, its disposition, and the reasons, place a copy of the summary in the student's file and make an appropriate entry in the student complaint log.

Probation means that a student may continue in the program for one academic quarter under specific probationary conditions, given to the student in writing by the Director.

Suspension means that a student must discontinue participation in the program for a specific period of time, indicated to the student in writing by the Director. Reinstatement may be requested in writing to the Director when the suspension period and all conditions of suspension have been met.

Dismissal means that a student must discontinue participation for a period of one calendar year from the date of dismissal.

Probation, suspension, or dismissal may be appealed as follows: Within 10 working days of the disciplinary action, the student must submit to the Director a written request for an appeal, describing the reasons for the appeal. Within 10 working days of receiving the appeal, the Director will convene an appeal committee consisting of two faculty members who have had no involvement in the original complaint or hearing. The appeal

committee will review all related, written documentation, including the findings of the hearing committee, and will meet with the student to hear the student's concerns. An advocate may accompany the student and other parties may be requested to attend or send a written statement to the appeal committee. Within five working days of the appeal meeting, the committee will submit to the Director a written recommendation. The committee may recommend that the original decision for disciplinary action be upheld, that a different disciplinary action be taken, that no disciplinary action be taken, or require that there be a full rehearing by the same or a different committee.

Readmission after dismissal

Following a minimum of one year from the date of dismissal, a student must submit a request for readmission in writing to the Director. The Director will notify the student in writing whether or not the application for readmission has been accepted.

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