

APPROVAL DISCLOSURE STATEMENT

JUPITER HOLLOW SCHOOL for MASSAGE was granted institutional approval from the Bureau for Private Postsecondary Education, pursuant to California Education Code Section 94802 (a). The Bureau's approval means that the institution and its operation comply with the standards established under the law for occupational instruction by private postsecondary educational institutions. Institutional approval must be reapproved every three years and is subject to continuing review. Approved are the courses:

MASSAGE PRACTITIONER COURSE -101 total clock hours
ADVANCED HEALING ARTS - 150 total clock hour
APPRENTICESHIP PROGRAM - 20 clock hours
PROFESSIONAL CHAIR MASSAGE - 8 clock hours

Instruction is in residence with facility occupancy level accommodating 12 students at any one time.

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

Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with the 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.

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the Director, Judith K. Winds

Unresolved complaints may be directed to the Bureau for Private Postsecondary Education www.bppe.ca.gov
P.O.Box 980818 W. Sacramento,CA 95798-0818

All information in the content of this school catalog is current and correct and is so certified as true by Judith K. Winds, Director.

STUDENT TUITION RECOVERY FUND

California law requires that, upon enrollment, a fee be assessed the institution in relation to the cost of tuition (Calif. Education Code 94945). These fees support the Student Tuition Recovery Fund (STRF). The STRF was established by the Legislature to protect any California resident who attends a private postsecondary institution from losing money if you prepaid tuition and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement, or 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 or when you receive lessons at a

California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered a "California resident".

To qualify for STRF reimbursement, you must file a STRF application within one year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, you have four years from the date of closure to file a STRF application. If a judgment is obtained you must file a STRF application within two years of the final judgment.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, www.bppe.ca.gov

REFUND PROVISIONS

Agreement Cancellation

The School, without penalty or obligation shall refund 100% of the amount paid for instruction, less a non-refundable deposit, if notice of cancellation is made prior to or on the first day of instruction.

Cancellation shall occur when the student gives written notice of cancellation to the school at the address specified in the agreement. The school shall refund any consideration paid by the student within 30 days after it receives the notice of cancellation. If the school gave the student any equipment**, the student shall return the equipment within 30 days following the date of notice of cancellation. If the student fails to return the equipment within this 30 day period, the school may retain that portion of the consideration paid by the student equal to the documented cost of the equipment to the school and shall refund the portion of consideration exceeding the documented cost of the equipment within 30 days after the period within which the student is required to return the equipment. The student may retain the equipment without further obligation to pay for it.

**Equipment includes all textbooks, supplies, materials, tools, or any other goods related to the agreement for the course of instruction.

Course Withdrawal

A student has the right to withdraw from a course of instruction at any time. The student has a right to a full refund of all charges less the amount of \$100. for the registration fee if she/he cancels this agreement prior to or on the first day of instruction. 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 60% or less of the instruction. For example, if the student completes only 50% or 50 hours of the class and paid the \$1350. tuition, the student would receive a refund of \$625. 25 hours or 25% of class = \$938.refund, 10 hours or 10% = \$1125. refund. If the student obtains equipment, as specified in the agreement as a separate charge, and returns it in good condition within 30 days following the date of his/her withdrawal, the school shall refund the

charge for the equipment paid by the student. If the student fails to return equipment in good condition, within this 30 day period, the school may offset against the refund the documented cost to the school of that equipment. The student shall be liable for the amount, if any, by which the documented cost for equipment exceeds the prorated refund amount.

The training given at JUPITER HOLLOW SCHOOL for MASSAGE is an excellent background for massage employment. It should be noted that certain California communities have the number of hours necessary to practice massage in excess of what our training offers. Should you wish to place yourself in one of these areas, every effort will be made to assist you. Some other states have laws which make employment in the field of massage therapy subject to further examinations or additional training.

PLACEMENT

The school does not operate a placement service, However, every effort will be made to assist in determining the type of massage work desired, and to follow-up on vacancies in spas and massage offices. The school is often contacted by prospective employers of massage therapists, and a prompt and courteous response to these enquiries will be made on the part of the Director of this school. No guarantees of employment are made.

PREVIOUS TRAINING

No more than 50% of the total hours of the course shall be waived for previous training or experience. A student who feels he/she has grounds for waiving any sections of the course is requested to speak to the Director so that prorated fees and requirements can be arranged.

ATTENDANCE

During any course, no more than the equivalent of 16 classroom hours shall be missed. Students will be required to make-up missed time in a manner satisfactory to the instructor, either by attendance in an alternate course or by conference with the instructor which could include prescribed readings or practice periods.

Absences will be recorded and kept and will be included in the staff report at the completion of the course.

GRADING

Grades range from Excellent to needs practice. There will be a written and oral final examination along with the final practical examination. Students are given a preview list of the most important aspects of their final so they may prepare accordingly. Final examination includes feedback in written and verbal form from the instructor receiving the exam. Students may choose to have a pass or no pass grade instead of the letter grades (See Student Evaluation and For Staff) and they have the option of taking their final exam a second time if they are not satisfied with the results or their grade.

CONDUCT, TARDINESS, LEAVE OF ABSENCE

Conduct, tardiness and leave of absence will be kept in file with each student's records (See For Staff). Any problems with conduct or tardiness will be discussed individually with the student and every attempt will be made to have the behavior change so it does not negatively affect the class. If a student's conduct warrants dismissal, a cooling-off period will be observed and pro-rated refund provisions will be followed to clear any financial debt.

If a student must take a leave of absence, every effort will be made to see that they can complete their training in the next available class semester. All fees will be pro-rated to fit into the next class semester. If the student must leave and terminate their contract, the pro-rated tuition will be adjusted to clear any financial debt.

ADDITIONAL INFORMATION

Students must be 18 years of age or have written parental permission to enroll in classes. There is no minimum level of education required for admission.

This institution does not, at this time, provide English-as-a-second language instruction.

Individual counseling and private tutoring is available to students for an additional fee.

Use of oils, linens, and tables are furnished during class sessions. The text is optional (The Anatomy Coloring Book), but recommended. It is the obligation of the student.

Classes are limited to no more than 12 student, to provide a high student-teacher ratio. Classes include lecture and discussion in a large group, and individual coaching during practical (supervised work practice) sessions. Students wear comfortable, cool clothing to perform massage techniques and the use of draping (See Procedures for Disrobing) is mandatory in practice sessions.

This institution, the facilities it occupies and the equipment it utilizes fully complies with any and all federal, state, and local ordinances and regulations, including those requirements as to fire safety, building safety and health.

JUPITER HOLLOW SCHOOL for MASSAGE is located southwest of Santa Rosa, California on Scenic Avenue. Parking is available to students of the school in two separate driveway areas on both sides of the property line. There is one large carpeted teaching area and shower equipped bathroom area. Space is provided for shoes, coats and personal items in the office area. No lockers are available. A small library is available to students and books may be checked out for homework.

A certificate of completion is awarded upon successful completion of each of the courses of study.

MASSAGE PRACTITIONER COURSE

Course Fees: Total Tuition is \$1350. \$100. non-refundable deposit and \$1250. tuition.
 One half of the tuition may be paid during registration and the remainder 50% paid at the half way mark of the course. An alternative is to pay per session ; portion of tuition may not exceed 50% of total tuition before the half way mark of the course. ie: \$225. per session adding up to no more than 50% or \$675. before third weekend (6 days of instruction).

COURSE OUTLINE

TOTAL CLOCK HOURS 101

Anatomy and Physiology -----	12	Clock Hours
Classic Full Body Massage (Relaxing, Restorative)-----	24	
Deep Muscle Techniques-----	18	
Lymphatic/ Circulatory Massage-----	18	
Foot Relexology -----	3	
Accident and Sports Injuries -----	3	
Theory, History, Ethics and Current Trends in Massage Therapy-----	8	
Business and Professional Practices-----	10	
Private Instruction, Final Exam -----	5	

ADVANCED HEALING ARTS

Course Fees: Total Tuition is 1,850. \$100. non-refundable deposit and \$1750. tuition.
 One half of the tuition may be paid during registration and the remainder 50% paid at the half way mark of the course. An alternative is to pay per session; portion of tuition may not exceed 50% of total tuition before the half way mark of the course, ie: \$250. per session adding up to no more than 50% or \$900. between 3rd and 4th weekend.

COURSE OUTLINE

TOTAL CLOCK HRS 150

Anatomy and Physiology -----	14.5
Developing Rapport in Clinical Setting-----	16.5
Clinical Studies in Touch Research-----	9.5
Professional Distancing (Clearing, Grounding)-----	20.5
Advanced Release Techniques A.R.T.-----	39.
Physiological Effects of Trauma-----	22.
Non-Verbal Holds (Release)-----	20.
Midterm Interview-----	4.
Final Examination-----	4.

APPRENTICESHIP PROGRAM - 20 clock hours

COURSE OUTLINE

This course is designed for Jupiter Hollow graduate students to gain supervised training and hours associated with the classes. It is specifically geared to the professional and any further training needs they may have.

Total Tuition is \$275. A \$25. Non-refundable deposit and \$250. tuition.

PROFESSIONAL CHAIR MASSAGE - Short Course

Total Tuition is \$100. A \$25. Non-refundable deposit and \$75. tuition.

COURSE OUTLINE

TOTAL CLOCK HOURS 8

Hands-On Techniques-----	5.5
Body Mechanics-----	1.
Professional Ethics-----	1.5

includes time concerns, attitude, and hygiene.

INSTRUCTORS

Judith K. Winds, Owner, Instructor, JUPITER HOLLOW SCHOOL for MASSAGE - since 1979 to the present

Staff Position as Massage Therapist with STAR Foundation, Geyserville, Calif.- a Non-Profit Public Benefit Corp. - 1997- present
 Private Massage Therapy, Santa Rosa, Calif. - 1990 - present
 Private Physical Therapy Practice, Glen Ellen, Calif. - 1978 - 1988
 Formerly on staff at The New School of Massage, Sebastopol, Calif. - 1978, 79
 Certified Massage Therapist since 1978 New School of Massage, Sebastopol, Calif.
 Has taught classes throughout the West Coast and Canada.
 Studies in Humanistic Psychology, Sonoma State University, Rohnert Park, Calif.
 Associate of Arts Degree in Psychology, Diablo Valley College, Pleasant Hill, Calif.