

MISSION STATEMENT

The mission of the Academy of Somatics & Massage is to provide humanity with professional massage therapists. Embracing the highest quality of integrity, we educate our students to promote human understanding of the healing power of touch as a balance of a healthy lifestyle. Our students provide the community with knowledge, creativity, and a willingness to share their experience and love in a safe environment.

The objectives for programs:

250 hour program – State of California - Massage Practitioner.

500 hour program – State of California – Massage Therapist

“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.”

The Academy of Somatics & Massage is a private institution and is approved to operate by the Bureau for Private Postsecondary Education.

COURSE DESCRIPTION / PROGRAMS OFFERED

The **250 hour Therapeutic Massage Course** includes basic Swedish massage, as well as expanded techniques in Swedish massage, as applied to full body massage. Students will learn relevant theory and terminology as well as Anatomy and Physiology of major muscles, bones and all body systems. Inter-relating with clients is discussed emphasizing sensitivity to the client's needs and clarity of communication. Special attention is given to proper use and care of the practitioner's body mechanics. Chair Massage will be taught as a means to promote the student in a corporate setting. Business aspects of licensing, equipment, sanitary and safety practices, and working in the field are also addressed. Reflexology is included which teaches an alternative way to treat body issues thru the use of Zone Theory.

Completion of 250 hours - the student is eligible for the status of Massage Practitioner with the State of California.

Certificate of Completion will be awarded when:

A final written exam will be required with an 80% passing rate. An 80% passing rate is also required for practical hands on technique. Practical hours must be completed. (see page 3 Standards for Student Achievement).

500 Hour Massage Therapist Course

Elective courses will complete 500 hours necessary for Massage Therapist status:

CLASS	HRS	COST	CLASS	HRS	COST
Acupressure	15	\$150	Lymphatic	30	\$285
Aromatherapy	15	\$150	Maximum	30	\$285
Reflexology	15	\$150	Movement		
Elements of Chinese	15	\$150	Sports Massage	30	\$285
Medicine			Myofascia	30	\$285
Thai Herbal Packs	10	\$150	Shiatsu I & II	40	\$385
Pregnancy	10	\$150	Anatomy Trains	40	\$385
Body Mechanics	6	\$100	Pathology	40	\$385
Cranial Sacral I	30	\$285	Energy Intro.	50	\$485
Cranial Sacral II	30	\$285	Thai I & II	50	\$485
Deep Tissue	30	\$285	Advanced Anatomy	50	\$485

Total of elective classes is 554. Only 250 hours are necessary to complete 500 hour status

Each of the classes enables the student to expand their expertise in multi modalities, which enhances their professionalism in the work arena.

Completion of the total 500 hours makes the student eligible for the status of Massage Therapist with the State of California.

The Bureau for Private Postsecondary Education has granted this institution approval to offer this course.

PLEASE NOTE: Reflexology and Deep Tissue are repeated in the listed classes for the electives. The student will not have to repeat these classes if they have already completed the 250 hour class with ASM. Students joining ASM for additional classes will have these two classes available as an elective.

OCCUPATIONS

After completion and passing of our 250/500 hour courses, the student could qualify to seek employment in the field of massage in private practice, at a health or beauty spa, Fitness Clubs, or sports oriented clubs and Chiropractic offices. They should also be qualified to seek a business license for massage therapy in any city in the State of California. CAMTC certification enables the student to obtain a business license in any city in the State of California.

Steps towards licensure:

1. Education with a California Approved Massage School 250 / 500 hours.
2. CAMTC Certification- California Massage Therapy Council Certification.
3. Business license for Massage with any city in the State of California. A Business License is required in each city the student is employed.

STUDENTS OF FOREIGN STATUS

Students from other countries who do not speak English must supply their own translator for class duration at their own expense. Students are allowed to use portable translators in class. Academy of Somatics & Massage has quizzes and finals in Spanish and Chinese. Students must have proper documentation acceptable to local municipalities. Visa services are not provided by ASM. Student must have proper documentation such as work card, id, drivers license, social security card.

FINANCIAL ARRANGEMENTS

ASM does not offer financial aid. Payment plans can be arranged between ASM and student with a written agreement stating that the payments must be made on specified regular dates and the balance must be paid before the end of the current instruction date. ASM accepts major credit cards, checks and cash. Payments may be made every week, every two weeks or monthly.

ASM STANDARDS FOR STUDENT ACHIEVEMENT

Students who have completed the required 129 hours of class instruction, passed the exams with at least an 80% pass level on all written test and at least an 80% pass level on massage techniques, and accrued the additional 121 hours of documented student practical will receive a 250 Hour Certification of Completion as a Massage Practitioner. Same rules apply to the 500 Hour program with appropriate practical hours. Student will receive a Certification of Completion as a Massage Therapists. Transcripts will be provided for the appropriate level. Students are requested to complete the practical hours within one (1) year from the date their class begins.

LEAVE OF ABSENCE

A student who request in writing, a leave of absence, will be allowed to complete their course of study by attending the next session of classes and fulfilling the classes they missed. Tuition shall be the same as the time of enrollment. After 3 months, the student shall resume at the current rate of tuition for that time period.

FACILITIES, EQUIPMENT AND MATERIALS

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ASM is located at 2323 Roosevelt Blvd., Suite 4. The single room is where instruction and practical is presented. There is one bathroom available for both male and female. ASM provides massage tables and massage chairs used in instruction. ASM provides oils, lotions and cream for students for use in classroom. Pillows, blankets, bolsters and massage belts are available for use. Students are expected to provide their own sheets. Two sets of twin sheets are required. Student may leave their sheets at ASM. Student will be provided with ASM instruction book, charts and quizzes. Large charts of all subjects taught are in the school. One life size skeleton, separate bones and skulls are available for instruction. CD instruction is also used.

LIBRARY: ASM has a library available to students to use in the classroom. Also available is a variety of massage magazines. Medical dictionaries, additional charts and CDs are in the library. Students may use the library resources in the classroom. For additional information concerning the instruction, student may access the internet or local library.

STUDENT SERVICES

ADMISSIONS: A student application must be filled out prior to enrollment. Students must be interviewed by the school's instructor to determine if the course program is appropriate to the student's goals and purpose. This interview may be conducted in person or by phone. All instruction is offered in English, therefore, students must be sufficiently fluent in the English language. No document of proficiency required. ESL instruction is not offered by ASM. If student speaks a language other than English, the student must provide their own translator. Quizzes are available in Spanish and Chinese. ASM book is available in Chinese and Spanish.

Minimum level of education required is high school or the equivalent. A copy of diploma or a letter of intent is required for student file. A copy of a valid drivers license may be required to verify age. Entrance testing is not required. Tardiness is not allowed past 10 minutes of the beginning of class time.

WITHDRAWAL: A student who request in writing, **a leave of absence**, will be allowed to complete their course of study by attending the next session of classes and fulfilling the classes they missed. If a student decides to withdraw from the program prior to completion, such withdrawal constitutes a cancellation of the Enrollment Agreement, and will be required payment of any tuition and/or fees due at the time of withdrawal. Student must submit written notice of cancellation or withdrawal, in person or send by certified mail to the instructor. Date of withdrawal will be set as date of receipt of notice, if presented in person, or as date of postmark, if sent by certified mail. In order to receive any refund due at the time of cancellation, the student must cancel prior to 60% completion of class time. After 60% has elapsed, the entire tuition is due to the school.

DISMISSAL FROM PROGRAM: A student may be dismissed from the ASM Program prior to completion if they use disrespectful and inappropriate behavior towards any classmate or instructor, cheating on exams, or fail to fulfill their financial obligation to ASM. Student will be given one change to redeem their behavior.

CREDIT FOR PRIOR EXPERIENTIAL LEARNING

ASM does not offer credit for prior experiential learning.

ASM will grant transfer of credit for hours from previously attended schools as follows: If a student attended another massage school approved by California or approved by another state, the student must provide proof of attendance and completion hours from said school. ASM has not at this time entered into an articulation or transfer agreement with any other college or university. ASM will credit the student 50 hours of their prior time from the other school to be used towards their practical time with ASM. All classroom time must be completed with ASM.

STUDENT RIGHTS

STUDENT COMPLAINT PROCEDURE: Any complaints must be directed to the Complaint Designee, DeEtta Sanchez. DeEtta will be available for and encourage students to voice any complaints they may have. DeEtta Sanchez will be accessible to students during the designated hours of class time and 30 minutes prior to and after class time. Complaint Designee will then follow through with the resolution of the complaint, documenting and informing the student of the outcome.

“A student or any member of the public may file a complaint about this institution with the Bureau for Private postsecondary Education by calling 888-370-7589 or by completing a complaint form, which can be obtained on the bureau’s Internet Web site www.bppe.ca.gov.

As complaint Designee, DeEtta will investigate all complaints thoroughly, interviewing all people and reviewing all documents relating to the complaint. She may reject the complaint if she determines it to be unfounded or compromise or resolve the complaint in a reasonable manner, including the payment of a refund. A summary of the complaint will be recorded and a copy of the summary and all related documents will be placed in the student’s file and an entry in the log of the student complaints will be made as required by Section 73870.

If the complaint is valid, involves a violation of law, and is not resolved within 30 days after it was first made by the student, DeEtta will notify the Council, the accrediting association, and law enforcement authorities of the complaint, investigation and resolution or lack of resolution. DeEtta is not required to disclose any matter to the extent of the person’s privilege under Section 940 of the Evidence Code.

If the complaint is valid, DeEtta will determine if other students, have been affected by the same or similar circumstances and provide any appropriate remedy for those students.

A student may lodge a complaint by communicating orally or in writing to any teacher, administrator, admissions personnel, or counselor. The recipient of the complaint shall transmit it as soon as possible to the person authorized to resolve complaints and attempt to resolve the complaint. The complaint shall be investigated within 10 days of receiving the complaint.

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.

If student has previous education or training from another State Certified School, they may receive credit for 50% of their hours towards ASM practical hours. This will be decided by student passing a test on the subjects they want credit for, written and/or practical.

In order for a student to repeat any course or part of a course, the tuition for that course must be paid in full by completion or graduation of the first time the course is taken. The student may then repeat or monitor the class again if they return before a six month period has passed. After six months, the students must pay the tuition again at the current rate. Leave of Absence: See page 3 of this catalog.

ATTENDANCE: Attendance of all class meetings is required for graduation. If a student is unable to attend all classes, makeup classes will be available by appointment. A student is allowed to miss two class meetings with the understanding that he/she will make up the hours I practical hours. Tardiness will not be allowed past 10 minutes of the beginning of class time. Lecture will begin at 15 minutes past the beginning hour.

ASM STUDENT MASSAGE CLINIC: ASM provides the opportunity for students to acquire their practical hours at a Student Massage Clinic and Community events. These clinics will be monitored by an instructor. This is part of the program instruction. It is mandatory. Times and dates will be made available to students.

HOUSING INFORMATION: ASM does not have housing available. The program is “non-residential”. The institution has no responsibility to find or assist a student in finding housing. There are no dormitory facilities under the control of ASM.

RECORD RETENTION: All student records will be maintained and stored at the ASM at 2323 Roosevelt Blvd., Oxnard, Calif., for 5 years. Records will also be stored electronically. A copy of these records will also be stored outside of the facility at 336 Highland Dr., Oxnard, Calif. If primary administrative location changes, all students will be notified in writing of new location. All records will be stored in a locked, fireproof cabinet on the school premises. Transcripts will be retained permanently.

CLASS SCHEDULE

The 12 week program for 250 hrs MP requires attendance in classes between the hours of 6 pm and 10 pm Tuesday and Thursday, for a total of twelve (12) continuous weeks. This includes one Saturday and Sunday for 16 hrs. total and 1 Saturday day class for 6 hours.

The 8 week program for 250 MP requires attendance in classes between the hours of 9 am. to 1 pm. on Mondays and 6 pm to 10 pm on Tuesday and Thursday for a total of 8 continuous weeks. This includes one Saturday and Sunday for 16 hrs.total and 1 Saturday day class for 6 hours.

Documented practical hours are also required in order for students to receive a Certificate of Completion of two hundred fifty (250) hours, or five hundred (500) hours. **Elective classes** will be offered on Fri evenings, 6 to 10 p.m. and weekend dates to be announced.

REQUIREMENTS FOR GRADUATION: Students who have completed the required 129 hours of class instruction, passed the exams with at least an 80% passing level on all written test and at least an 80% passing level on massage techniques, and accrued the additional 121 hours of documented outside practice will receive a 250 Hour Certification of Completion as Massage Practitioner. Same requirements apply to the additional 250 hours to acquire a total of 500 hours and receive a 500 Hour Certification of Completion as a Massage Therapist. Students are requested to complete the practical hours within one (1) year from the date their class begins. Practical may be acquired at Student Massage Clinic or outside practice time.

STUDENT CONDUCT: Students are expected to treat each other, and the instructor, with dignity and respect. Students who demonstrate inappropriate behavior may be dismissed from the school. School refund policies apply in this event.

GRADING POLICY: As stated in the Graduation requirements, the student is required to have an average of 80% passing grades in both written and practical. Passing the final exam with 80% is required.

TUITION REFUND POLICY: The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. After signing the Enrollment Agreement, if a student elects not to enter the program, withdraws, or is dismissed from ASM at any time prior to completion, the Tuition Refund Policy is as follows:

If a student presents a written notice of cancellation at the first class session, or the seventh day after enrollment, whichever is later, 100 percent (100% of the amount paid for the course shall be refunded, less an application fee of \$50. The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The tuition refund policy for a student who has completed sixty percent (60%) or less of the course of instruction shall be on a pro rata basis, i.e. if a student has paid the full tuition of \$1500 (for the 250 hour program). For the 250 hour program, and completes only 50 hours of instruction, the refund shall be determined as follows:

\$1500 minus \$50 application fee = \$1450

\$1450 divided by 250 hours = \$5.80 per hr.

\$5.80 x 50 hours. + \$50 application fee = \$340.00 owed

\$1450 minus \$340.00 = \$1110.00 refunded

These policies apply whether or not the student is in attendance. All notices of cancellation or withdrawal must be made in writing. A cancellation statement form will be made available to all students. Refunds will be made within thirty (30) days of withdrawal. Students attending sixty percent (60%) or more of course instruction will be charged in full.

SCHEDULE OF FEES

250 Hour Therapeutic Massage Program:

- 129 Hours of class time required
- 121 hours of documented practical required

Total Tuition.....\$1500

Tuition must be paid in full by the last date of class. Unless special arrangements have been approved by DeEtta Sanchez.

This fee includes a one hundred dollar (\$100) required deposit to reserve a place in class. This fee is deducted from total of tuition. Fifty dollars (\$50) of this fee is an administration fee and is non-refundable.

Additional Costs:

- Textbooks.....\$35
- Sheets (new sheets are optional).....approx. \$15.00
- Liability Insurance.....\$50 required for student (pd. To insurance company of choice.
- Transcript fee.....\$25
- STRF.....\$5 (for complete explanation see page 9)

TOTAL CHARGES 250 HOUR THERAPEUTIC MASSAGE COURSE

- Tuition - \$1500
- Book - 35
- Transcript - 25
- STRF - 5

TOTAL \$1565 – 1/3 required at signing of contract \$565.

Students are required to bring their own sheets to each class, and should have them laundered between classes. Students are not required to buy new sheets if they already have ones they wish to use. ASM may charge \$5 fee for rental sheets. Massage tables and cream are provided by the school for in-class use.

Additional Program Cost – Tuition see page 2 of this Student Catalog.

TUITION FOR 500 HOUR PROGRAM – to be determined by selection of elective courses. See page 2 of this Student Catalog. Approximate cost for additional 250 advanced classes - \$2500.

Total charge for 250 MP Program - \$1565

Total charge for 500 program - \$4065

Estimated schedule of total charges for entire educational program - \$7170 (includes all electives which are not necessary for total 500 hours MT program)

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

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

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:
 1. You are not a California resident, or are not enrolled in a residency program, or
 2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.”

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

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.”

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

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”.

If the student is not a resident of California, or is a recipient of a third-party pay or tuition and course costs, such as workforce investment vouchers or rehabilitation funding, the student is not eligible for protection under and recovery from the Student Tuition Recovery Fund.

It is a state requirement that a student who pays his or her tuition is required to pay a state-imposed assessment for the Student Tuition Recovery Fund.

Each qualifying institution shall collect an assessment of two dollars and fifty cents (\$2.50) per one thousand dollars (\$1000) of institutional charges, rounded to the nearest thousand dollars, from each student who is a California resident or is enrolled in a residency program. For institutional charges of one thousand dollars (\$1000) or less, the assessment is two dollars and fifty cents (\$2.50)

Each student shall be responsible for paying for the state assessment amount for the Student Tuition Recovery Fund.

To qualify for STRF reimbursement you must file a STRF application within one (1) year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, you have four (4) years from the date of closure to file a STRF application. If a judgment is obtained, you must file a STRF application within two (2) years of the final judgment.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies you paid to the school.

Questions regarding STRF may be addressed to:
Bureau for Private Postsecondary Education
2535 Capitol Oaks Dr., Suite 400
Sacramento, California 95833
P.O. Box 980818 West Sacramento, Calif. 95798-0818

“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:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Dr., Suite 400
Sacramento, California 95833
www.bppe.ca.gov P 916-431-6959
Toll free number (888) 370-7589
Fax (916) 263-1897

LOANS: If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

PLACEMENT SERVICES: Attendance at ASM or receipt of a Certificate of Completion does not guarantee that the student will be able to obtain a license and / or be employed in that field. ASM does not provide placement services. However, ASM will provide a list of potential employment opportunities.

“NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION”: “The transferability of credits you earn at ASM is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in ASM is also at the complete discretion of the institution to which you may seek to transfer.”

“If the credits / certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at the institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending ASM to determine if your credits/certificate will transfer.”

STATEMENT REGARDING BANKRUPTCY

The Academy of Somatics & Massage does not have a pending petition in bankruptcy, nor is it operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it with 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.).

OUR INSTRUCTOR: DeEtta Sanchez's extensive training in massage therapy includes Caring Hands School of Massage, Body Arts College, Oxnard College, Ventura College, Upledger Institute, Academy of Holistic Health Arts, the Heart Touch Project and Touch Foundation. She is not only skilled in Swedish Massage, but also Shiatsu, Thai, Acupressure, Aromatherapy, Body Mechanics, Reflexology, Pregnancy Massage, Infant Massage, Deep Tissue, Lymphatic Drainage, Sports Massage, Repetitive Use Injury, Cranial Sacral Massage, Myofascial Release and Advanced Deep Tissue Release. Including Energy Modalities, Anatomy and Physiology and Elements of Chinese Medicine.

DeEtta brings to her classes a deep understanding of massage techniques as well as the anatomy and physiology of the human body. She also has an understanding of massage business practices, having been founder, chairman and coordinator for the Ventura County Chair Massage Association, coordinator for Ventura County's Touch Foundation, and having worked with the American Cancer Society, the American Heart Association, St. John's Regional Hospital, Los Robles Hospital, California State University at Channel Islands, and also several community based events.

DeEtta is a Certified Massage Therapist with the California Massage Therapy Council with over 700 hours of instruction and 381 CEU's.

She also holds certificates in the following:

Anatomy & Physiology, Oxnard College

Kinesia Treatment for Parkinson's Disease and Movement Disorders

Lymph Drainage Therapy Upledger Institute, Inc.

Myofascial Release, Cross Country Education

Repetitive Use Injury Therapy (RUIT), Michael Young, NCTMB

CranioSacral Therapy Level I, II, Upledger Institute, Inc.

Lomi Lomi Hawaiian Massage Therapy

Reiki I, II - Usui Siki Ryoho, Academy of the Holistic Health Arts

Polarity Therapy & Energy Techniques, Academy of the Holistic Health Arts

Quantum Touch, Richard Gordon

Access Body Talk, International Body Talk Association

Neck and Cervical Spine techniques, Cross Country Education

Watsu I, II, Structural Shiatsu, Worldwide Aquatic Bodywork Association

Shiatsu, Ventura College

Pregnancy Massage, Kodua Bennett

ACADEMY OF SOMATICS & MASSAGE

2323 Roosevelt Blvd., Oxnard, Calif. 93035

805-382-0506 phone / 805-382-0545 fax

805-794-8187 alternate phone

www.academyofsomaticsandmassage.com

STUDENT CATALOG