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## **Welcome !**

The staff of the School of Holistic Touch (SOHT) welcomes you to our campus and a wonderful new career in massage therapy. Whether you are new to the art of massage therapy or have previous training we are certain you will find something new and exciting to enrich your life here at the School of Holistic Touch. Like many others before you, you will discover a new career path that not only enables you to bring stress relief and healing to your clients, but also is an extraordinary path to self-awareness and personal growth.

As massage therapy is becoming more widely recognized and respected as the effective healing modality it is there is a growing demand for well trained, knowledgeable therapists. Our programs and classes offer a wide variety experiences whether you are interested in working in a spa, working with athletes, or in a medical setting.

### **Mission Statement**

Our mission is to provide our students with a solid knowledge base of massage therapy and bodywork in a nurturing, caring environment to insure that our students have every opportunity to develop into well educated, confident, and competent massage therapists.

### **Goals and Objectives**

- ❖ To develop students who are skilled manually, yet who have also developed the sensitivity needed to become a successful massage therapist.
- ❖ To provide a variety of techniques to help each student discover and develop into a unique massage therapist in support of their interests and objectives.
- ❖ To provide students with a supportive atmosphere that encourages personal and professional growth.
- ❖ To nurture a foundation of knowledge, confidence, creativity, communication and integrity.
- ❖ To instill pride and confidence in the students that they will be able to help guide their clients to a state of health and relaxation.
- ❖ To teach the therapist how to create an environment where clients feel safe, listened to, and cared for.
- ❖ To offer a well balanced program of techniques, anatomy, philosophy, and business, as well as practical experience.
- ❖ To allow our students to reach her or his full potential in a manner and time frame that is best for the individual student.



### **What sets us apart!**

- ❖ Students at the School of Holistic Touch are taught by experienced, caring instructors who love sharing their knowledge with others. It is our way of sharing the joy of massage with the world.
- ❖ Our programs are offered on an individual class basis. This enables the student to take classes at their own speed (we don't have a time limit for program completion) and offers them more flexibility to develop in the direction that they are most interested in, i.e.: working with athletes, day spa modalities, medical clinics. We offer our students *choice and freedom*. All this done in a caring, nurturing environment.
- ❖ Students choosing our school have options to take their classes:
  - Intensives: For students who want to complete their education as quickly as possible. The Massage Practitioner program is offered as a 3 week intensive, Monday thru Thursday. Advanced classes are offered as weekend intensives.
  - Quarterly: For students with full time jobs, college students, or parents. Also good for students who like to take a slower pace.

### **About our students**

Our students range from young people just beginning to enter the professional world to people looking for a new career – one that is hands-on, caring, giving, and rewarding. Many of our students are here for the opportunity to develop personal self-awareness.

Whether you are 18 or 80, male or female, career-minded or just want to give a friend a back rub, the School of Holistic Touch is the right choice.

Our goal is to develop knowledgeable, competent, massage therapists.

## **Class Size**

Class size maximum limit is 12 students for our bodywork classes and 25 students for our lecture classes. Students wanting to enroll in a class that has reached its maximum limit will be put on a waiting list and added to the class as there are openings. A minimum of 4 students is required for a class. In the unlikely event that a class is cancelled due to low enrollment, the students shall receive a complete refund for any money paid for the class including registration fee, or the amount paid will be applied to the next class available if the student so wishes.

## **Operating Schedule**

The School of Holistic Touch is open six days a week as follows:

Office Hours and Store            Mon – Thurs    9:00 a.m. to 5:00 p.m.

Classes are held at various times including but not limited to:

Days                            9:00 a.m. – 1:00 p.m.

Evenings                    6:00 p.m. – 10:00 p.m.

*(See schedule of classes addendum for class dates and times)*

## **Physical Facilities**

Our school is located at 302 S. Milliken Ave, Suite B Ontario, CA 91761. We are conveniently located in the heart of the Inland Empire south of the I-10 freeway at the Milliken Ave. exit.

The campus is 3800 square feet and has two classrooms. There is a lunch room for our students equipped with a microwave and a refrigerator. There are many restaurants within walking distance.

Each of the classrooms is fully equipped with massage tables and private dressing rooms. Students will be provided with equipment that may be required for each class, including but not limited to oil and lotion. The only equipment the student must provide are linens for their personal use during practical class instruction.

## **Bookstore**

The School of Holistic Touch has a well-stocked store where our students may purchase massage supplies and books. Some of the merchandise offered includes massage tables and chairs, a variety of massage oils and lotions, CD's, and books. The bookstore is open during regular office hours.

## **Teaching Philosophy**

The School of Holistic Touch, (SOHT) was founded on the belief that massage therapy is one of the most effective, holistic healing modalities available. Massage therapy has and is continuing to gain the recognition it deserves from the medical community as a healing art.

The staff of SOHT believes that for our students' success they must be knowledgeable in not only massage therapy techniques and anatomy, but also must understand the connection between the body, mind and spirit. You will find our classes to be a balanced blend of the scientific as well as the energetic/holistic sides of massage therapy. Your personal development and relationship skills will be enhanced as well by your educational experience as a student in the course.

The School of Holistic Touch provides a solid base of knowledge ranging from basic massage therapy technique to advanced programs for the professional body worker. SOHT is one of the few massage therapy schools to offer 40 hours of Pathology now required to be eligible to sit for the Massage and Bodyworkers Licensing Exam (MBLEx) as well as the National Certification Board for Therapeutic Massage and Bodywork examination (NCBTMB).

Our instructors are highly qualified and have acquired many years of teaching experience. They are dedicated to the goal of creating skillful, knowledgeable, and caring massage therapists. They make even the most difficult material understandable and easy to learn. The instructors at SOHT recognize that each student is an individual with an individual style of learning. Therefore, they use a variety of teaching methods including visual, auditory, and hands-on techniques.

You will find our program to be exciting and fun whether you are looking for deep tissue, medical massage, sports or relaxation massage.

Our 500 hour Massage Therapist program will prepare students for State of California certification, local municipal exams, the MBLEx, and the NCBTMB exam.

When you have met and experienced our dedicated, exceptional instructors and staff you will be sure you have made the correct decision in choosing to obtain your massage therapy education at the School of Holistic Touch.

## **Faculty and Staff**

We are very proud of our faculty and staff at the School of Holistic Touch. Each one of them brings many years of professional experience in massage therapy and teaching. They are dedicated professionals who believe that for our students' success they must be knowledgeable in not only massage therapy techniques and anatomy, but also must understand the connection between the body, mind, and spirit. Our instructors recognize that each student is an individual with an individual learning style, therefore, they incorporate all styles of learning into their presentations.

### **Armando Reyna, HHP**

Armando has been a massage therapy instructor for 15 years and has been in the massage profession for 17 years. He is a retired firefighter who has a genuine compassion for people. Armando finds great satisfaction in introducing the world of massage therapy to his students. He has a patient and gentle manner which makes him perfect for our beginning students and he has knowledge and experience to enrich our continuing students.

### **Kei Okubo, HHP**

Kei has been a student and practitioner of massage work and energy techniques for over 13 years. Her focus is Pranic Healing, Reiki, and Your Hands Can Heal which she teaches several times a year. Her interest in energy work and massage therapy has led her to take courses in India, China, Singapore, Malaysia and many other countries. Kei is very grateful to all of her respected Teachers and finds joy and fulfillment in being able to pass her knowledge to her students in a field devoted to serving others toward the progress of human kind.

### **Laurie Green, HHP**

Laurie Green has worked in the massage therapy industry since 1999. She is a licensed paramedic with the state of California and has worked in emergency medicine for the last ten years. As part of her EMS background she is certified to teach CPR, First-Aid, Blood Born Pathogens, and Advanced Life Support for health care providers. She has her Associate's degree in Liberal Studies, a massage therapist certification from the School of Holistic Touch, and is currently pursuing a Bachelor's degree in Psychology. Laurie appreciates the scientific and energy aspects of massage therapy and implements those ideas in her teaching style, client contacts, and Daily life. Laurie Green has an abundance of energy and knowledge that she shares with all her students.

### **Alex Ames, HHP**

Alex Ames started at School of Holistic Touch as a student in September of 2008 and completed the school's 500 hour program in April of 2009. She then went on to complete the 1000 hour program in August of the same year. Alex was hired as the administrative assistant for the School of Holistic Touch in January of 2010 and is a great asset to the school and its students. She helps students plan and organize their school schedules and otherwise manages all of the behind-the-scenes, vital handling of student files, transcripts and other paperwork. Since she holds the title of Holistic Health Practitioner, she is a wealth of information for all of the school's students.

## **PROGRAMS**

The School of Holistic Touch offers two levels of certification. Each consecutive program builds on the previous until the student attains the highest level of Holistic Health Practitioner. Each class in the program is offered on an individual basis. This enables our students the opportunity for flexibility as they can proceed through their massage education at their own pace. This is also an advantage for the student who wants to only take classes for personal use as they do not need to register for a long, expensive program. Throughout each of our programs the student will develop personally as well as professionally.

### **Massage Therapist (MT): 500 hours**

Students begin with the Swedish American massage class. Students will learn a one-hour full-body Swedish American massage routine. Also taught are basic anatomy and physiology, massage contraindications, basics of business, and ethics. This class prepares the student for entry level positions at many salons, spas, chiropractic and medical offices (Licensing requirements vary from city to city and between counties).

You will then progress to the advanced classes where you will learn many different massage techniques such as Deep Tissue, Sports Massage, Acupressure and many others. Advanced anatomy, physiology, and pathology for the massage therapist are part of this program as well. See the Program Requirements on the following page for a complete list of classes.

Students completing this program will be eligible to sit for the MBLEx or NCBTMB examinations. Upon completion of the MT program our students are eligible to obtain a license in most California cities and counties as well as throughout the country. Our students will feel confident and competent to work in a medical clinic or spa atmosphere.

### **Holistic Health Practitioner (HHP): 1000 hours**

Our HHP program is for the most serious massage therapy student. This program will expand and reinforce the knowledge you have received as a Massage Therapist (500 hours program graduate) and consists of a variety of classes to create a well-rounded therapist. In this portion of your education you will be given the opportunity to customize your program by choosing from our elective classes. You may choose to specialize in spa modalities or the sports/medical side of massage. By taking these advanced classes, your body of knowledge will continue to grow and intensify, assuring your later success in the workforce as a qualified and reputable massage therapist.

|                                                          |
|----------------------------------------------------------|
| <b>SCHOOL OF HOLISTIC TOUCH PROGRAM<br/>REQUIREMENTS</b> |
|----------------------------------------------------------|

**Massage Therapist**  
**500 hrs**

**Holistic Health Practitioner**  
**1000 hrs**

|                    | <u>hrs</u> ( <u>fee</u> ) |                       | <u>hrs</u> ( <u>fee</u> ) |
|--------------------|---------------------------|-----------------------|---------------------------|
| Swedish American   | 100 (825)                 | <i>MT Certificate</i> | 500(3730+)                |
| Anatomy/Physiology | 48 (395)                  | Sports                | 35 (395)                  |
| Kinesiology        | 55 (425)                  | Nutrition             | 30 (345)                  |
| (15 hr CB project) |                           | (10 hr project)       |                           |
| Deep Tissue        | 58 (425)                  | Adv. Deep Tissue      | 28 (325)                  |
| (10 hr project)    |                           |                       |                           |
| Acupressure        | 52 (445)                  | Adv. Swedish          | 28 (325)                  |
| Reflexology        | 20 (325)                  | Thai Massage          | 32 (395)                  |
| Business           | 40 (325)                  | Aromatherapy          | 20 (325)                  |
| (20 hr project)    |                           | Office/Chair          | 20 (325)                  |
| Bodymechanics      | 20 (325)                  | Vital Energy          | 28 (345)                  |
| Carpal Tunnel      | 8 (145)                   | Myofascial Release    | 28 (395)                  |
| Headaches          | 8 (145)                   | Pathology             | 40 (345)                  |
| CPR                | 5 (TBA)                   | TA                    | 67                        |
| TA                 | 25                        | Electives             | 132                       |
| Electives          | 81                        |                       |                           |

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|       |                 |                  |
|-------|-----------------|------------------|
| Total | Approx. \$5,000 | Approx. \$11,000 |
|-------|-----------------|------------------|

\*(Elective hours are approximate, depending on which classes are taken)

**Electives**

|                    |          |                   |         |
|--------------------|----------|-------------------|---------|
| Lymphatic Drainage | 24 (345) | Shiatsu/Tuina     | 20(325) |
| Stone Massage      | 20 (325) | Fibromyalgia      | 20(295) |
| Lomi Lomi          | 20 (325) | Extremity Tech.   | 16(245) |
| Spa Therapies      | 20 (325) | Oncology/Hospital | 20(295) |
| Magnet Therapy     | 8(145)   | Prenatal/Infant   | 6(125)  |
| Pranic Healing     | 16(325)  | Massage Cupping   | 16(295) |

Revised 6/27/12

If a 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. If

a student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

## CLASS DESCRIPTIONS

### ACUPRESSURE

Acupressure was developed over 5000 years ago by the Chinese when they discovered that massage and touch could ease pain and enhance a person's overall health. Acupressure can be effective in helping relieve headache, muscle aches, backaches, menstrual cramps, decrease stress and anxiety, and many other physical and emotional disorders.

The student will learn the 12 regular meridian pathways (channels), selected point locations, indications and contraindications for use. Also, the theories of Qi, Yin and Yang and the Five Element Theory will be discussed.

52 hours/\$445

### ADVANCED DEEP TISSUE TECHNIQUES

A natural continuation of the Deep Tissue course for students who want deeper understanding of the function and treatment of specific body regions such as the shoulder, hip, knee, ankle and elbow. The anatomy, muscles, and function of these regions will be studied and various techniques for each region will be taught such as deep tissue, acupressure points, and myofascial release.

*Prerequisite: Deep Tissue Massage, Structural Kinesiology*

28 hours/\$325

### ADVANCED SWEDISH TECHNIQUES

A collection of interesting and effective techniques to enhance and add interest to your massage. You will learn many new moves which focus on the back as well as the other regions of the body. Can your clients predict your next move? Try adding one or more of these techniques and keep them coming back.

*Prerequisite: Swedish American Massage*

28 hours/\$325

### ANATOMY AND PHYSIOLOGY

The basics of the structure and function of the human body will be taught. It is important for a massage therapist to understand the overall function of the body as well as the effect that different massage techniques can have on the systems of the body. The course will begin with a

basic introduction of cells and body tissues. Normal physiology of each organ system will be discussed as well as pathology and how this relates to massage therapy. 48 hours/\$395

### AROMATHERAPY

This course is an introduction to the use and application of essential oils to be used in a massage therapy practice. It will provide the therapist with the basics of selection and blending of essential oils. Individual oils and their properties as well as how to combine oils for therapeutic effect will be covered. 20 hours/\$325

### BUSINESS PRACTICE

The fundamentals of starting and operating a massage/bodywork practice will be discussed whether the student wants to work for someone else or start their own practice. Goal setting, how to get started, marketing, record keeping, ethics, current laws and regulations will be taught. The students will be required to complete a business project. 40 hours/\$325

### CPR

CPR will be taught twice a year on our campus by a qualified CPR instructor. This is a class in basic first aid procedures and resuscitation technique. Students will receive CPR and First Aid certification cards upon completion of the course.

### DEEP TISSUE TECHNIQUES

Deep Tissue massage has the effect of breaking down adhesions and chronic muscle tightness. Emphasis is placed on safely applying deep muscle techniques in a manner that will cause very little, if any, discomfort to your clients. Our method of deep tissue technique emphasizes slow, precise movement to increase client relaxation which allows the therapist to reach the deeper musculature. Palpation (touch) techniques will be practiced to better be able to identify and isolate specific areas of muscle tension. Proper biomechanics for the therapist are stressed to avoid fatigue and overuse injuries.

*Prerequisite: Swedish Massage, Structural Kinesiology* 58 hours/\$425

### EXTREMITY TECHNIQUES

Specific problems of the upper and lower extremities are examined in this class. The focus is on the intricate anatomy and function of the shoulder, elbow, hip and knee. Physical

examination tests to assess the area and treatment protocols are taught. What you can and cannot do, as well as when to refer to a physician is covered as well.

*Prerequisite: Swedish/American; Structural Kinesiology; Deep Tissue* 16 hours/ \$245

### FIBROMYALGIA/CHRONIC FATIGUE SYNDROME

Fibromyalgia is fast becoming one of the most common syndromes that massage therapists find in their clients. This class will teach the difference between FM and CFS. Causes, medical treatments and diagnosis methods will be discussed. You will learn a one hour massage using acupressure points and gentle massage techniques that will decrease the pain and calm the nervous system of your clients. Acupressure points, trigger points, nutritional advice, and use of magnets for treatment will also be taught. 20 hours/\$325

### HEADACHE THERAPIES

The physical, emotional, and nutritional causes of headaches will be explained. Trigger points, stress, and diet will be discussed as possible causes of this sometimes debilitating problem. Bodywork techniques will be taught that can be effective in helping decrease and eliminate this common complaint of your clients. 8 hours/\$145

### HOT STONE THERAPY

This is one of the most popular spa therapies. Warm and cold stones are used to bring about physical healing and mental relaxation. Stones are placed on the body for energy balancing or are used by the therapist for trigger point work. This relaxing treatment is easy to learn and fun to do and provides wonderful relaxation to your clients.

*Prerequisite: Swedish Massage* 20 hours/\$325

### HOSPITAL MASSAGE

Hospital Massage will give you the tools you need to set up a protocol for working in the hospital environment. More and more hospitals are beginning to utilize massage therapists. This class will give you the “how to’s” of massaging hospitalized patients, charting, universal precautions, infection control, overall adapting to the hospital culture and most importantly: self care. The emotional impact of working with the terminal patient is also discussed.

*Prerequisite: Swedish American* 20 hours/\$295

### LOMI LOMI MASSAGE

A Temple Hawaiian style of massage emphasizing long flowing movements to energize and awaken the body. Lomi Lomi uses broad movements of the forearms, hands and elbows. The massage lovingly integrates the hands, body and soul with a higher spirit.

*Prerequisite: Swedish Massage*

20 hours/\$325

## LYMPHATIC DRAINAGE

The lymphatic system is the body's drainage system, returning excess fluids, nutrients, and waste products to the circulatory system. A blockage in the lymphatic system or the surgical removal of lymph vessels can lead to swelling and edema. Lymphatic drainage techniques help improve normal lymph flow which can reduce pain and strengthen the immune system.

24 hours/\$345

## MAGNET THERAPY

Pain is a universal condition that we all have to deal with at one time or another. Many people do not like taking drugs and seek out alternative therapies. Magnet Therapy utilizes the natural healing energies of the magnetic forces. Magnetism is one of the Earth's oldest natural forms of healing energy. Learning to harness this force to encourage healing can be an important aspect of your therapeutic abilities.

8 hours/\$145

## MYOFASCIAL RELEASE

This course focuses on how the fascial system reorganizes itself thereby causing pain. A restriction in one area of the body can affect the entire body. You will learn to eliminate the restrictions and adhesions that have been there for many years. Gentle, sustained pressure is used to allow the area to return to its normal movement pattern. Myofascial Release technique also addresses the emotional pattern which may be the root cause of the dysfunction. Myofascial Release is effective in treating neck pain, back pain, fibromyalgia, restricted range of motion, headache, and chronic pain.

*Prerequisite: Swedish Massage*

28 hours/\$395

## PRINCIPALS OF NUTRITION

This course teaches basic nutritional concepts including information about vitamins, minerals, and common nutritional disorders. Food combining, vegetarian diets, and how to assess your diet will also be discussed. This is a common sense approach to nutrition the student can put to use easily. Project required.

30 hours/\$345

## PATHOLOGY

Pathology is the study of dysfunction and disease in the human body. It is very important for the massage therapist to understand how massage therapy techniques affect each system and to recognize the signs of something serious in your client. This is a semi-independent class and fulfills the 40 hour requirement needed to take the NCTMB exam.

*Prerequisite: Anatomy/Physiology*

40 hours/\$345

## PRENATAL MASSAGE/ INFANT MASSAGE

This course emphasizes the complex problem of working with pregnant clientele during each trimester of their pregnancy. Techniques are taught to reduce the discomforts of pregnancy such as back pain and edema. How to help the client through the anxiety and to ease the pain of labor are also taught. Positioning, cautions, and contraindications are discussed.

Infant massage not only creates a strong bond between the parent and the infant but also is a wonderful way to promote the health and well being of infants and children. Touch is vitally important to the growth and development of infants. The nurturing touch of infant massage is an important part of development and weight gain in premature infants as well. You will be able to educate your clients to massage and soothe their babies. Bring a doll to class!

*Prerequisite: Swedish Massage*

20 hours/\$345

## OFFICE AND CHAIR MASSAGE

Many massage therapists find great success providing office and chair to area businesses. This is a technique that provides stress and tension reduction in the office environment in 10 or 15 minute sessions. Chair massage is also an excellent way to promote your massage therapy business at parties, conferences, fairs, and shopping centers. Swedish techniques, deep tissue, acupuncture and tuina techniques are integrated in this clothes-on type of massage.

20 hours/\$325

## REFLEXOLOGY

Reflexology is an ancient art involving pressure points on the hands and feet that correspond to the anatomy of the body. Pressure on these points benefits the entire body. This class will teach the history and basic principles of foot and hand reflexology. Body mapping on the feet is taught as well as a reflexology routine.

20 hours/\$325

## PRANIC HEALING

Learn to utilize universal healing energy to balance the energy flow in your clients and yourself. Pranic Healing brings balance on a physical, mental, and emotional level. This utilizes the innate intelligence of cosmic energy as it flows through the practitioner into the client to initiate the bodies own ability to heal itself. This is a powerful addition to your toolbox as a health practitioner.

16 hours /\$325

## SHIATSU/TUINA

Shiatsu and Tuina are Asian therapeutic techniques used to treat many physical disorders of the body ranging from headache, and muscle pain, to frozen shoulder, etc. Shiatsu balances energy of the body by stimulating the energy meridians and acupressure points. Tuina is an easy and effective method of treating a variety of ailments. The techniques taught in this class can be incorporated into your basic Swedish massage and make a unique addition to your chair massage. Routines learned in China by the instructor will be taught for specific problems involving all areas of the body.

*Prerequisite: Acupressure*

20 hours/\$325

## SPORTS MASSAGE

Sports massage is a very specialized area of massage therapy dealing with professional athletes as well as the weekend athlete. The student will learn pre-event massage, post-event massage as well as stretching and special techniques to improve the athlete's performance. Students will learn PNF and PIR relaxation techniques. Students will be put into practical situations where they need to decide and demonstrate which techniques will be most beneficial for their "athlete".

*Prerequisites: Swedish Massage, Structural Kinesiology*

35 hours/\$395

## STRUCTURAL KINESIOLOGY

An in-depth study of the structure and movement of the musculo-skeletal system. The student will learn the origin, insertion, and action of the muscles and their relationship to the surrounding muscles and body structures. The student will learn how the region above and below the area of complaint impacts the painful region. Our instructors are experts at helping you LEARN and understand, not just memorize this difficult material. You will learn to "see" the muscles with your eyes and hands. This course incorporates lecture and hands-on learning.

55 hours/\$425

## SWEDISH AMERICAN MASSAGE

This course is the foundation for our Massage Therapist and HHP program. Students will learn a 50 minutes full body Swedish Massage. The basic techniques of Effleurage, Petrissage, Friction, and Percussion will be used. The course also includes the history of massage, basic

anatomy and physiology, business and ethics, health and safety, local laws and regulations governing massage therapy. 100 hours/\$825

## TEACHING ASSISTANT

Teaching assistants are Program students who have successfully completed a course and are interested in reviewing the course for a better understanding and to solidify their knowledge. All students are required to finish a specific number of hours, depending on their program, to complete their program and receive their Certificate of Certification.

## THAI MASSAGE

Traditional Thai massage sessions include rocking, compression and stretching postures using the hands, forearms, elbows, knees and feet in a flowing rhythmic manner. Traditional Thai massage is performed on a firm mat on the floor while the client remains fully clothed in loose flexible attire. Students will learn a complete Thai floor massage as well as how to adapt the massage to a massage table.

*Prerequisite: Swedish Massage*

32 hours/\$395

## VITAL ENERGY

This course teaches the therapist to assess and balance the energy flow of the client. Emphasis is given to the cleansing and clearing the charkas to correct energetic imbalances which are the underlying cause of most chronic physical and psychological pain. The therapist will learn to evaluate the condition of the aura, clear stagnant energies, and revitalize with fresh energy. Grounding and self-protection will also be taught. 28 hours/\$345

## **Admission**

Prior to enrollment, School of Holistic Touch shall provide a perspective student, either in writing or electronically, with a school catalog.

Applicants to our program are required to have an interview with the Director of Registration prior to acceptance into the program. All application forms and agreements must be complete and fees paid prior to, or on, the first day of class.

To be admitted to our program the student must:

- a. be at least 18 years of age
- b. be a high school graduate or equivalent

- c. be physically able to perform and receive massage therapy
- d. have a professional attitude
- e. be financially capable to satisfy all costs of the program

### **Registration Procedure**

Students are encouraged to visit the school and discuss their goals with an administrative staff person. Students may enroll any time up to the beginning of the program or class provided the class has not reached its maximum size. All application fees must be paid and forms must be completed and turned in before the beginning of the program. The student must make an appointment with the Director of Registration for a personal interview. The student will be told at the conclusion of the interview whether he/she has been accepted into our program. A telephone interview may be conducted at the discretion of the Director.

### **Attendance Requirements**

Students are expected to complete 100% of the class hours. Excused absences will be allowed with prior notice in the case of illness, or immediate family emergency at the discretion of the Director. **All missed class time must be made up.** Repeated absences will result in the student advised by the Director and may lead to dismissal from the program.

Students who are more than 10 minutes tardy for class on three occasions will be considered an unexcused absence and may be grounds for advisement from the Director and possible dismissal from the program.

### **Grading Procedures**

Students must achieve a minimum of 70% on all written exams, quizzes, and practicum's to pass the class. If the student does not achieve a 70%, a grade of "I" (Incomplete) will be given for the class until the student successfully completes the requirements. If the student does not complete the class successfully within three months of the last day of the class the "I" will become a grade of "0" and the student must repeat the class at a cost equivalent to 50% of the original class tuition. Special circumstances will be taken into account on an individual basis.

Grading Standards:

|           |         |   |
|-----------|---------|---|
| 4.0       | 90-100% | A |
| 3.0       | 80-89%  | B |
| 2.0       | 70-79%  | C |
| Below 70% |         | I |

## **Credit Transfers**

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

Credit for previous education or training may be approved at the discretion of the Director. The student will be asked for transcripts and a practical or written examination may be required to prove competency in the subject that the student is asking credit for. Previous education or training must have occurred within the five years of student asking for such credit at SOHT. Education or training obtained longer than five years ago will not be accepted for transfer. There is no charge for transfer credit or review.

The transferability of credits you earn at School of Holistic Touch is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the Massage Therapist or Holistic Health Practitioner programs is also at the complete discretion of the institution to which you may seek to transfer. If the certificates that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending School of Holistic Touch to determine if your certificate will transfer. This school, School of Holistic Touch, has not entered into an articulation or transfer agreement with any other college or university.

## **Graduation Requirements**

To graduate and receive a Certificate of Completion from any and all programs, the student must complete all classes required of the program, pass all written and practical examinations, and turn in any class projects. They must make-up all missed hours and all practice hours must be complete. All tuition and fees must be paid in full.

## **Student Services**

Academic counseling is available during regular business hours to discuss student progress and class scheduling. Students may arrange with an instructor for help before or after class at the instructor's discretion and convenience.

A library of resource books is available in the director's office for on-campus use by students. A student wishing access to resource should contact the director.

This institution does not participate in federal or state financial aid programs. There are no VISA services provided to international students. Classes are taught in the English language only.

Due to the nature of the program at SOHT, the school does not offer, nor have a responsibility to offer, or find housing for students. There are many hotels within three miles of the school with prices starting at approximately \$75 per night.

### **Student Records/Transcripts**

As per state law, student records are maintained by the administration for at least five years and may be seen by the student by contacting a Director.

Student transcripts will be given to the student, free of charge, upon completion of each program of study, i.e.: Massage Practitioner, Massage Therapist, Holistic Health Practitioner. Completion of the program includes complete payment of all monies owed to the school. Subsequent transcripts are available for a \$10.00 fee.

### **Cancellation Policy**

1. The student shall have the right to cancel an agreement for a program of instruction, including any equipment, until midnight of the seventh business day after the day the student attended the first class of instruction, or whichever is later.
2. Cancellation shall occur when the student gives **written notice** of cancellation to the institution at the address specified in the agreement. This address appears on the front of this catalog.
3. The written notice of cancellation, if delivered by mail, is effective when deposited in the mail properly addressed with postage prepaid.
4. The written notice of cancellation need not take a particular form and, however expressed, is effective if it indicates the student's desire not to be bound by the agreement.
5. Except as provided in paragraph six (6), if the student cancels the agreement, the student shall have no liability, and the institution shall refund any considerations paid by the student within 30 days after the institution receives notice of the cancellation.
6. If the institution gave the student any equipment, the student shall return the equipment within 10 days following the date of the Notice of Cancellation. If the student fails to return the equipment within this 10 day period, the institution may retain that portion of the considerations paid by the student equal to the documented cost to the institution of the equipment and shall refund the portion of the consideration exceeding the documented cost to the institution of the equipment within 10 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.

7. The institution shall advise each student that a notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.
8. The institution shall have a refund policy for the return of unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro-rata refund.

### **Refund Policy**

If a student receives a federal student financial aid finds, the student is entitled to a refund of the money not paid from federal financial aid funds.

The student has the right to withdrawal from a course of instruction at any time.

If a student withdraws from a course of instruction after midnight of the seventh business day after the day on which the student attended the first class of the course of instruction, the school will remit a refund by the formula as follows:

The refund shall be calculated on a pro-rata basis, less \$50.00 registration fee and the cost of any equipment the student has not returned to the school within 10 days following the student's withdrawal. The date for refund computation purposes is the last date of actual attendance.

Example of Refund Calculation:

$$\text{Total cost} - \text{registration fee} \times \frac{\text{hours paid for but not received}}{\text{hours of instruction student paid for}} - \text{unreturned equipment} = \text{Total refund}$$

Textbooks and other supplies purchased by the student, and not included in the tuition price, that have been opened and/or used are non-refundable.

At the student's discretion, any refund due may be paid to the student or held on account for use towards other courses.

### **REFUND TABLES**

| <u>Student is entitled to upon<br/>Withdrawal/termination</u> | <u>Refund</u>             |
|---------------------------------------------------------------|---------------------------|
| Within first 10% of program                                   | 90% less registration fee |
| Completed 10% - 25% of program                                | 75% less registration fee |
| Completed 25% – 50% of program                                | 50% less registration fee |
| Completed 75% of program                                      | No Refund                 |

### **Leave of Absence**

A student may request a leave of absence (LOA) for personal, health, or financial reasons. A LOA request must be submitted to the Director in writing. A LOA will be granted for a maximum of one year. A student who fails to return from a LOA on the day scheduled or inform the Director of the reason for not returning, will be considered withdrawn. The student will be

notified by the Administrator and given an opportunity to respond. If the student is withdrawn, the standard policy for refunds will apply.

### **Student Conduct**

All students are expected to follow the rules of professional conduct at all times when on campus. The following behaviors may result in immediate dismissal at the discretion of the Director:

- ❖ Sexual misconduct of any kind will not be tolerated
- ❖ Students under the influence of alcohol or illegal drugs on school premises
- ❖ Possession or distribution of alcohol or illegal substances on school premises
- ❖ Behavior creating a safety hazard to other students or instructors
- ❖ Disrespectful behavior to another student, instructor, or staff member
- ❖ Chronic tardiness or absenteeism
- ❖ Any other stated or determined infraction of conduct

### **Disciplinary Policy**

Student will be notified in writing of any suspension or disciplinary action and the reason for such action. The notification will also state the length of time of any probationary period which might be given. In the case of student suspension a formal hearing between the student, the directors, and the class instructor, if pertinent, will be held to determine reinstatement. Students will be notified in writing of the results of said hearing, and in the case of permanent dismissal from the school, the reason for such action. A student may appeal the Director's decision. A written appeal must be submitted to the Director within 10 days of the action. The Director shall respond in writing to the appeal within 10 days of receipt. A student who has been dismissed may not reapply for one calendar year.

### **Student Complaint and Grievance Procedure**

Any complaints should first try to be resolved between the student and the instructor. If this fails to resolve the problem, the student may make a formal complaint to the Director. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Bureau for Private Postsecondary Education (BPPE).

THE BUREAU FOR PRIVATE POSTSECONDARY EDUCATION

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

Phone: (916) 431-6959 Toll Free: (888)370-7589 Fax: (916) 263-1897

Students may lodge a grievance pertaining to decisions made on grades, probations, dismissals, etc. Students should first meet with the instructor or director who initiated the

decision. If students do not receive satisfactory resolution, they may take additional action as follow:

1. Grievances/appeals of any decisions made by any representative of School of Holistic Touch must be made in writing. The grievance/appeal should include:
  - a. The nature of the problem
  - b. The date(s) of occurrence
  - c. The names of the people involved
  - d. A brief description of the steps taken thus far
  - e. Copies of supporting materials
2. The written appeal is to be forwarded to the person next in the chain of appeals:
  - a. Instructor
  - b. Director

For unresolved conflicts, students may send a complaint to:

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### **Job Placement**

Doctors, spas, and massage businesses often send notices of employment opportunities to the school. These notices will be posted on the job placement board as we receive them.

Students are welcome to look through the notices at any time the office is open.

The school will be glad to provide letters of recommendation to our qualified students for presentation to potential employers.

Graduation from our program in no way guarantees that the student will find employment in the field of massage therapy.

### **English as a Second Language Instruction**

The School of Holistic Touch does not provide English-as-a-second language instruction. Students must be able to understand, speak, and read English.

### **California Licensing Requirements**

Massage therapy licensure is currently not required in the state of California. However, voluntary certification is available. To become a Certified Massage Therapist the student must apply through the California Massage Therapy Council at [www.camtc.org](http://www.camtc.org).

CAMTC requires a minimum of 250 hours to become a Massage Practitioner, of which at least 100 hours are in specified curriculum subjects, all at a single approved school. To become a Certified Massage Therapist 500 hours of massage education must be completed of which 250 hours shall be from approved schools. Specified curriculum subjects include Business with Ethics, Anatomy/Physiology, and Pathology.

If a therapist does not choose to become state certified, approval is achieved through the city in which they will work, following the requirements of that city. Many cities are now requiring State Certification for approval of a business license. Check with the city's Business Licensing Department for requirements.

### **Student Tuition Recovery Fund**

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

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.”

“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 residency programs attending certain schools regulated by the Bureau for Postsecondary Education.

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

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 this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.

5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.”

### **Approval Disclosure Statement**

Pursuant to California Private Postsecondary Education Act 94909 (a)2, the School of Holistic Touch has course approval from the Bureau For Private Postsecondary Education. This approval means that the institution complies with the standards established under law for occupational instruction by Private Postsecondary educational institutions. School of Holistic Touch is a private institutional school approved by the Bureau for Private Postsecondary Education.

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

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

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As a prospective student, you are to receive a school catalog and 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.

This institute does not have a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a petition within the preceding five years. SOHT has not had a petition in bankruptcy filed against it within the preceding five years that has resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11U.S.C. Sec. 1101 et seq

# School of Holistic Touch, Inc.

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## School Catalog

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