

Heavenly Touch Learning Center



Massage Therapy Class Catalog
January 1, 2012 - December 31, 2012

Table of Contents

GENERAL INFORMATION	3
INSTRUCTORS	4
DISCLOSURE STATEMENT	5
COURSE OUTLINE	6
NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS	7
CHAPTER 11	7
ENROLLMENT	8
ATTENDANCE REQUIREMENTS.....	9
TUTORING	10
RECORD RETENTION.....	10
GRADING AND CONDUCT	10
TUITION PAYMENTS.....	11
CANCELLATIONS, WITHDRAWALS, REFUNDS	12
STUDENT TUITION RECOVERY FUND.....	13

INSTRUCTORS

Connie Stewart, CMT

Connie is the owner and director of Heavenly Touch. She received her certification in massage therapy from Heavenly Touch in 2005. She specializes in Swedish massage and has also been trained in Deep Tissue, Pre-Natal, Reiki, and Chair Massage. She has her Bachelor of Arts Degree in Liberal Studies from Fresno Pacific University.

Callie O'Bryant

Callie has been a massage therapist since 2011. She received her training here at Heavenly Touch. She specializes in Swedish, Deep Tissue, Prenatal, and Chair massage. She is also certified in the Aroma Touch technique.

Each instructor maintains their knowledge by completing continuing education courses annually in their subject area, classroom management or other courses related to teaching.

DISCLOSURE STATEMENT

Heavenly Touch Learning Center, located at 709 N. Irwin Street, Hanford, California, is a private institution that is approved to operate by the Bureau for Private Postsecondary Education. Approval means compliance with minimum state standards and does not imply any endorsement or recommendation by the state or 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 or by completing a complaint form, which can be obtained on the bureau's web site www.bppe.ca.gov.

Prospective students are encouraged to visit the physical facility of the school by appointment and to discuss personal, educational, and occupational plans with the school director prior to signing an enrollment agreement.

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.

This school does not have a general student brochure or a program specific brochure.

This school does not have sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees. It does not participate in federal or state financial aid programs.

Student Grievance Policy

Persons seeking to resolve problems or complaints should first contact the school director, Connie Stewart by phone (559)584-9234, email connie9494@gmail.com, or in writing to 709 N Irwin St., Hanford, CA, 93230. All complaints will be addressed within 1 month of receipt of the original complaint. You will be contacted by Connie and a meeting will be arranged to discuss a resolution to the complaint.

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 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll free telephone number (888)370-7589 or by fax (916)263-1897.

All information in this catalog is updated annually, in the month of January.

COURSE OUTLINE

Up to 4 massage courses are offered each year, consisting of 250-500 hours, broken down as follows:

- Business Ethics, Health & Hygiene, Contraindications, Anatomy & Physiology 100
- On campus supervised clinical massage practicum 400
 - Total Hours 500

A course outline will be provided on the first day of class.

Date: _____

Fees:

- Non-refundable registration \$ 250.00
- Tuition..... 3626.00
- Textbooks..... 100.00
- Oil Holster & bottle w/ pump 20.00
- STRF Fee (non-refundable) 4.00
 - Total Amount \$4,000.00

Schedule:

Class meets Tuesday – Saturday

Upon completion of the 500 hour course and payment in full, it is strongly recommended that students apply to the California Massage Therapy Council for state Certification. Within the state of California, city laws vary. The CAMTC certification is valid for all of California. Details are available from the school director, Connie Stewart, or from the California Massage Therapy Council: One Capitol Mall Suite 320, Sacramento, CA 95814, (916)669-5336, www.camtc.org. It is strongly recommended that you obtain a business license and appropriate insurance.

This institution and its programs are not accredited by an accrediting agency recognized by the United States Department of Education.

If a student obtains a loan to pay for an educational program, the student will have 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 the federal financial aid funds.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT THIS INSTITUTION

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

CHAPTER 11

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

ENROLLMENT

Prerequisites

A student must be at least 18 years of age by the date of the first class session, with a high school diploma or GED. Students must be in good health and have no criminal convictions. Students are required to file a completed application and be interviewed.

Students may enroll up to the first date of a class session, depending on space availability and acceptance by the school's director. The interview is scheduled prior to the beginning of a class session. Each student is accepted only if, in the school staff's opinion, the student has the probability of success in the chosen class. Due to the intensive format of the class, extreme variation in applicants' previous backgrounds, and the necessary physical proximity of the students, acceptance is not guaranteed until all applications are reviewed by the school staff. At the time of the interview, a student will submit a \$250 non-refundable registration fee along with a completed enrollment form to reserve a space in the class.

Courses of Massage

California State regulation does not recognize or permit courses of massage involving correspondence (through the mail) instruction. Additionally, no more than 50% (250 hours) of the total (500 hours) of the massage certification class may be allowed for previous equivalent education or training and only at the discretion of the director of the school. Credit will be allowed only with presentation of documentation of previous training. This information will be in the student's permanent record and the length of the massage course will be adjusted proportionately. This learning center has not entered into an articulation or transfer agreement with any other college or university.

Physical Facilities/Student Services

Heavenly Touch Learning Center utilizes approximately 1,850 square feet in a professional complex with ample off street parking. The school makes use of a fully carpeted building with 4 massage therapy rooms, 2 bathrooms, a shower, steam room, and classroom. All facilities are accessible by all students. The school has a medical library, a selection of books and articles on massage, anatomical charts and models, as well as audio visual library and equipment. Students may check out any of the library materials by notifying the instructor, or director, in writing, of the date of the checkout, and the item that is being checked out.

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

This institution has no responsibility to find or assist a student in finding housing. This institution has no dormitory facilities. This institution has no knowledge on the availability of housing located reasonably near the institution's facilities, nor does it have knowledge on estimated costs or range of costs for housing.

ATTENDANCE REQUIREMENTS

Attendance is required and recorded. Students are expected to attend classes as scheduled. No student may miss more than 6 hours. Greater than 6 lecture hours absence must be made up by attending future classes, at no charge, on a space available basis, or by individual tutoring for an additional cost. Make up class work must be arranged by the student with an individual instructor.

Supervised Clinical Massage Work

Massage is given on the school premises to the general public as part of the student's clinical practicum hours requirement. The students will not be and cannot be paid for this service. A fee will be charged to the clients.

Absence

Absences must be cleared with the school director, prior to the date/time of the absence. Excused and unexcused absences will be determined at the discretion of the school director.

Tardiness

Tardiness is disruptive to a good learning environment and is discouraged. Please inform the school director if an unexpected situation arises that will result in tardiness. .

A student with 2 unreported absences or tardies will receive verbal notification of academic probation for a period of 1 week. Any unreported absences or tardies during the probationary period will be cause for interruption or dismissal of the student from the training program.

Leave of Absence

Written and verbal requests for leaves of absence will be considered and such leaves may be granted to students at the discretion of the school director.

TUTORING

Tutoring is available at \$30 per hour for an individual or a group of students, with student costs shared, to make up absent hours.

RECORD RETENTION

Students are notified state law requires that this educational institution maintain school and student records for a period of not less than five years. Since massage laws change and vary from state to state, students are advised to keep up to date records on all classes attended including classes after certification.

GRADING AND CONDUCT

The school's grading system is as follows: Pass - 75% or greater. Fail - 74% or below.

Students will be quizzed monthly on materials covered in the textbook/workbook. Hands-on work is graded based on demonstration of skills during class hours in addition to on-going instructor evaluations. At midterm there will be a 1/2 hour hands-on session applying learned massage techniques to the body. At the end of the course, a 1 hour, hands-on session will be administered and evaluated. Students must achieve 75% or greater in both written and hands-on evaluations in order to pass the course.

The document issued upon satisfactory completion of the course is a certificate. This certificate will not be issued until tuition is paid in full, all library books and materials are returned and attendance requirements have been fulfilled.

Student Conduct Policy

At the discretion of the school director, a student may be dismissed from school for an intoxicated or drugged state, possession of drugs or alcohol on school premises, behavior creating a safety hazard to other persons at the school, disruptive or inappropriate behavior that interferes with the learning process of the other students, any behavior that does not conform to rules and regulations of the school, excessive absences or tardiness.

Conditions for Re-enrollment

Re-enrollment or re-entrance is done at the discretion of the school director. Evidence must be shown to the director that the conditions which caused the dismissal have been rectified. Students are dismissed as per the Student Conduct Policy, and then re-enrolled if all conditions of the Conditions for Re-enrollment are met.

PLACEMENT ASSISTANCE

Heavenly Touch Learning Center does not provide any formal placement service. Placement assistance may be provided through the school's informal network, via email, word of mouth, or phone call, and we gladly recommend students who have demonstrated their proficiency. However, it is understood that the school cannot promise or guarantee employment to any student or graduate.

TUITION PAYMENTS

Tuition payments can be made with cash, Mastercard, Visa, or personal checks. Students making tuition payments with personal checks of insufficient funds will be charged \$25.00 and will be required to pay the balance due in cash, credit card, or cashier's check.

CANCELLATIONS, WITHDRAWALS, REFUNDS

Date of first day of class _____

Notice of cancellation or withdrawal must be in writing. Written notice must be hand delivered or mailed to Heavenly Touch, 709 North Irwin Street, Hanford, CA, 93230. Withdrawal from the course may be effectuated by written notice, or by student conduct, including, but not limited to, lack of attendance. You have the right to a 100% refund of the amount paid for institutional charges, less the non-refundable application fee (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

If the school has given you any equipment, including books or other materials, you will return them to the school within 10 days following the date of your notice of cancellation or withdrawal. If you fail to return this equipment, including books, or other materials, in good condition within the 10 day period, the school will deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.

You have the right to withdraw from this course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation, which is on the first day of class that you attend, or the seventh day after enrollment, whichever is later, the school will remit a refund less the registration fee of \$250. within 45 days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned equipment. The refund policy for students who have completed 60% or less of the period of attendance shall be a pro rata refund. No refund is made after completion of 60% of the course.

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

- You notify the school of your withdrawal or the actual date of withdrawal, in writing.
- The school terminates your enrollment.
- You fail to attend classes for a 1 week period. In this case the date of withdrawal will be deemed to be the last date of recorded attendance.
- You fail to submit 3 consecutive lessons within 1 week of its due date.

If any portion of your tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or to the agency that guaranteed the loan, if any. Any remaining amount of refund will first be used to repay any student financial aid programs from which you received benefits, in proportion to the amount of the benefits received. Any remaining amount will be paid to you.

STATE OF CALIFORNIA

STUDENT TUITION RECOVERY FUND

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following apply 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 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.