

Sierra Massage School

2012-2013 Catalog

This catalog is applicable from January 1, 2012 - December 31, 2013

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Sierra Massage School is a private institution and is approved to operate by the Bureau for Private Postsecondary Education.

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 P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.co.gov, (916) 574-7720.

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.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (1-888-370-7589) or by completing a complaint form, which can be obtained on the bureau's Internet Web site (www.bppe.ca.gov)

Mission Statement

Sierra Massage School is dedicated to the promotion of massage as a vital part of a healthy lifestyle. Our goal is to provide the educational foundation for a lifelong journey into bodywork and its relationship to health. Graduates will receive a quality education, at an affordable price. Through our Massage Therapy course, students will be given a strong foundation of knowledge and practical massage experience that will fully equip them to enter the job market as a Certified Massage Therapist.

Courses Offered

Each course has a final exam, including a practical component (8% of the course), that must be passed in order to successfully complete the course.

Massage Therapy - 500 hours

This course is intended to give students a strong foundation of knowledge and practical massage experience that will fully equip them to enter the job market as a Certified Massage Therapist.

Required to Graduate:

- ✓ Average quiz score of at least 75%
- ✓ Average lab score of at least 75%
- ✓ Pass practical exams with at least 75%
- ✓ Pass final written and lab exam with at least 75%

Deep Tissue Massage - 60 hours

This course is designed for students who have already completed a basic massage course. The student will learn the fundamentals of deep tissue massage, stretching, and related anatomy topics.

Required to Graduate:

- ✓ Average quiz score of at least 75%
- ✓ Average lab score of at least 75%
- ✓ Pass practical exam with at least 75%
- ✓ Pass final written exam with at least 75% (3 midterms may be used instead of a final)

Hot Stone Massage - 36 hours

This course is designed for students who have already completed a basic massage course. Students will explore different ideas for incorporating the use of hot stones into almost any preexisting massage routine. The use of hot stones has become quite popular recently in spas and at resorts.

Required to Graduate:

- ✓ Pass practical exam with at least 75%
- ✓ Pass final written exam with at least 75%

Beginning Reflexology - 20 hours

This course is designed for students who have already completed a basic massage course. Students will learn basic reflexology techniques for the feet & hands, and its effect on the rest of the body.

Required to Graduate:

- ✓ Pass final written exam with at least 75%

Prenatal Massage - 40 hours

This course is designed for students who have already completed a basic massage course.

Massage is very beneficial for pregnant women. Students will learn more about pregnancy from conception to birth and post-partum, and massage techniques during pregnancy.

Required to Graduate:

- ✓ Average quiz score of at least 75%
- ✓ Pass final written exam with at least 75%

Beginning Aromatherapy – 20 hours

This course is designed for students who have already completed a basic massage course. Students will learn to use aromatherapy to enhance your current massage technique.

Required to Graduate:

- ✓ Pass final written exam with at least 75%

Thai Yoga Massage I – 40 hours

This course is designed for students who have already completed a basic massage course. Performed on a mat and fully clothed, this is a very different and interesting technique to learn. Comprised of many different poses and stretches, this technique can stand alone or compliment traditional Swedish massage.

Required to Graduate:

- ✓ Pass practical exam with at least 75%
- ✓ Pass final written exam with at least 75%

Thai Yoga Massage II – 40 hours

This course is designed for students who have already completed a basic massage course and Thai Yoga Massage I. This course emphasizes a hands-free version as well as adaptation for the table, and a Swedish/Thai blend.

Required to Graduate:

- ✓ Pass practical exam with at least 75%
- ✓ Pass final written exam with at least 75%

Instructors

Steven R. Mathews, D.C., CMT – Owner/Director/Instructor

Dr. Steve graduated from Life Chiropractic College West (Hayward, CA) in 2001. He has worked as a chiropractor in Clovis since then. He has also worked as a certified massage therapist since 1995. Prior to leaving the Fresno area to attend chiropractic school, he worked as a Fresno County paramedic for eight years.

Jennifer M. Mathews, D.C. – Instructor

Dr. Jen graduated from Fresno State with a bachelor's degree in biology-physiology in 1999. She then went on to chiropractic school and graduated from Life Chiropractic College West in 2002, and is now practicing in Clovis.

School Location

1629 Pollasky, Suite 102
Clovis, CA 93612
(559) 325-7600

Located on the Northeast corner of Pollasky & Scott

Website: www.sierrachiropractic.com/massage

Directions from Hwy. 168:
Exit at Shaw and go East.
Turn left on Pollasky (Last left before Clovis Ave.).
Go 3 blocks to Pollasky & Scott.

The school will be on the right in a small office complex called "Western Plaza".

2012-2013 Schedule of Courses

Massage Therapy:

Hours: M,W,F 8-12 noon, or 6-10pm

2012 start dates: 2/13, 5/30, 9/17

2013 start dates: 1/7, 5/6, 8/19, 12/9

Deep Tissue Massage: Contact school for schedule.

Hot Stone Massage: Contact school for schedule.

Beginning Reflexology: Contact school for schedule.

Prenatal Massage: Contact school for schedule.

Beginning Aromatherapy: Contact school for schedule.

Thai Yoga Massage: Contact school for schedule.

Thai Yoga Massage II: Contact school for schedule.

Note: Minor schedule changes may be necessary to accommodate holidays and instructor vacation time. These hours will be discussed on the first day of class.

Content of Courses

Massage Therapy:

Terminology.....	10 Hours
Anatomy/Physiology.....	60 Hours
Basic Swedish Massage Technique.....	32 Hours
Deep Tissue Massage Technique.....	17 Hours
Hot Stone Massage Technique.....	8 Hours
Reflexology Technique	6 Hours
Prenatal Massage Technique	10 Hours
Aromatherapy Technique	8 Hours
Thai Yoga Massage Technique	12 Hours
Kinesiology.....	4 Hours
History of Massage.....	3 Hours
Business Practices/Marketing.....	4 Hours
Ethics.....	4 Hours
Kinesiology/Stretching.....	5 Hours
Therapeutic & Professional Skills.....	4 Hours
Health & Hygiene.....	20 Hours
Intro. to Other Types of Bodywork.....	10 Hours
Hands-on Lab Time.....	283 Hours
Practical Experience.....	20 Hours

Total Hours = 500

Deep Tissue Massage:

Terminology.....	1 Hours
Anatomy/Physiology.....	26 Hours
Deep Tissue Massage Technique.....	10 Hours
Kinesiology/Stretching (Anatomy).....	4 Hours
Contraindications	3 Hours
Ethics.....	1 Hour
Therapeutic & Professional Skills.....	1 Hour
Health, Hygiene & Sanitation.....	1 Hour
Hands-on Lab Time.....	13 Hours

Total Hours = 60

Hot Stone Massage:

Terminology.....	1 Hour
Anatomy/Physiology.....	7 Hours
Contraindications	4 Hours
Hot Stone Massage Technique.....	6 Hours
Kinesiology/Stretching (Anatomy).....	1 Hour
Ethics.....	1 Hour
Therapeutic & Professional Skills.....	1 Hour
Health, Hygiene & Sanitation.....	5 Hours
Hands-on Lab Time.....	10 Hours

Total Hours = 36

Beginning Reflexology:

Terminology.....	1 Hour
Anatomy/Physiology.....	4 Hours
Reflexology Technique	6 Hours
Ethics.....	1 Hour
Therapeutic & Professional Skills.....	1 Hour
Hygiene & Sanitation.....	1 Hour
Hands-on Lab Time.....	6 Hours

Total Hours = 20

Prenatal Massage:

Terminology.....	1 Hour
Anatomy/Physiology.....	12 Hours
Prenatal Massage Technique	10 Hours
Ethics.....	1 Hour
Therapeutic & Professional Skills.....	1 Hour
Hygiene & Sanitation.....	1 Hour
Hands-on Lab Time.....	14 Hours

Total Hours = 40

Beginning Aromatherapy:

Terminology.....	1 Hour
Aromatherapy Technique	8 Hours
Ethics.....	1 Hour
Therapeutic & Professional Skills.....	1 Hour
Hygiene & Sanitation.....	1 Hour
Hands-on Lab Time.....	8 Hours

Total Hours = 20

Thai Yoga Massage I:

Terminology.....	1 Hour
Anatomy/Physiology.....	4 Hours
Thai Yoga Massage Technique	12 Hours
Ethics.....	1 Hour
Therapeutic & Professional Skills.....	1 Hour
Hygiene & Sanitation.....	1 Hour
Hands-on Lab Time.....	20 Hours

Total Hours = 40

Thai Yoga Massage II:

Terminology.....	1 Hour
Anatomy/Physiology.....	4 Hours
Thai Yoga Massage Technique	12 Hours
Ethics.....	1 Hour
Therapeutic & Professional Skills.....	1 Hour
Hygiene & Sanitation.....	1 Hour
Hands-on Lab Time.....	20 Hours

Total Hours = 40

Fees

Note: There is an additional fee of \$2.50 per \$1000 of tuition charged for each course. This fee is the Student Tuition Recovery Fund (STRF) fee. This fee is collected by the school on the student's behalf and then sent to the state. For more information on the STRF see p. 14.

Massage Therapy:

Tuition.....	\$3950.00
Registration Fee (Non-Refundable).....	\$100.00
Study Guides/Workbooks (Non-Refundable).....	\$80.00
Materials Fee (Linens, Oils, Etc.) (Non-Refundable).....	\$60.00
STRF fee	\$10.00

Total Cost = \$4200.00

Deep Tissue Massage:

Tuition.....	\$900.00
Registration Fee (Non-Refundable).....	\$100.00
Study Guide (Non-Refundable).....	\$25.00
Materials Fee (Linens, Oils, Etc.) (Non-Refundable).....	\$10.00
STRF fee	\$2.50

Total Cost = \$1037.50

Hot Stone Massage:

Tuition.....	\$540.00
Registration Fee (Non-Refundable).....	\$100.00
Study Guide (Non-Refundable).....	\$15.00
Materials Fee (Linens, Oils, Etc.) (Non-Refundable).....	\$20.00
STRF fee	\$2.50

Total Cost = \$677.50

Beginning Reflexology:

Tuition.....	\$300.00
Registration Fee (Non-Refundable).....	\$100.00
Study Guide (Non-Refundable).....	\$15.00
Materials Fee (Linens, Oils, Etc.) (Non-Refundable).....	\$10.00
STRF fee	\$2.50

Total Cost = \$427.50

Prenatal Massage:

Tuition.....	\$600.00
Registration Fee (Non-Refundable).....	\$100.00

Study Guide (Non-Refundable).....	\$15.00
Materials Fee (Linens, Oils, Etc.) (Non-Refundable).....	\$10.00
STRF fee	\$2.50

Total Cost = \$727.50

Beginning Aromatherapy:

Tuition.....	\$300.00
Registration Fee (Non-Refundable).....	\$100.00
Study Guide (Non-Refundable).....	\$15.00
Materials Fee (Linens, Oils, Etc.) (Non-Refundable).....	\$10.00
STRF fee	\$2.50

Total Cost = \$427.50

Thai Yoga Massage I:

Tuition.....	\$600.00
Registration Fee (Non-Refundable).....	\$100.00
Study Guide (Non-Refundable).....	\$15.00
Materials Fee (Linens, Oils, Etc.) (Non-Refundable).....	\$10.00
STRF fee	\$2.50

Total Cost = \$727.50

Thai Yoga Massage II:

Tuition.....	\$600.00
Registration Fee (Non-Refundable).....	\$100.00
Study Guide (Non-Refundable).....	\$15.00
Materials Fee (Linens, Oils, Etc.) (Non-Refundable).....	\$10.00
STRF fee	\$2.50

Total Cost = \$727.50

Visa & MasterCard are accepted.

Sierra Massage School does not participate in any state or federal financial aid programs.

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 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 funds.

Payment Schedule:

- **Option 1:** Pay all fees on or before the first day of class.
- **Option 2:** All fees other than tuition will be due on or before the first day of class. Tuition may be paid in equal monthly payments beginning with the first day of class (due on the same day

that classes began, on each following month, until the full tuition is paid). The number of payments depends on the number of months that the course lasts. This plan has a processing fee of \$10 per payment after the first payment.

- **Option 3:** An extended payment plan is available through the school. Call for more details.
- **Note:** A late fee of \$30 will be assessed for late payments under both payment options. There is no penalty for pre-payment.

Cancellation and Refund Rights

Students have the right to cancel the enrollment agreement at any time during the course. If less than 60% of the course has been completed, a refund will be granted based on (a) the percentage of the course that has been completed, and (b) the amount of tuition that has been paid to date.

Prior to the first day of instruction, a full refund will be granted, less the \$100 registration fee. After classes have begun, the textbook(s), study guide, materials fee, and malpractice insurance fee are non-refundable. If a student cancels the enrollment agreement prior to completing 60% of the course, a refund will be granted based on the percentage of class time completed (see "Refund Policy Example" on pg. 9). Students who have completed 60% of the course, or more, are not entitled to a refund. If a student cancels the enrollment agreement on the first day of instruction or within 7 days of enrollment (whichever is later), the student will be entitled to a full refund less any non-refundable charges.

The enrollment agreement must be canceled in writing. You must complete the Cancellation/Withdrawal form, provided when your enrollment agreement is signed, and mail it or hand it in to the school director. The refund will be calculated based on the postmark date, or the date the form is handed in. Your refund will be made within 30 days of this date. Any outstanding materials must be returned within 7 days of this date, or the full cost of new replacement equipment will be subtracted from the remaining balance.

Only tuition is refundable.

If mailed, the Cancellation/Withdrawal form must be mailed to:

Sierra Massage School
Attn: Steven R. Mathews
1629 Pollasky, Suite 102
Clovis, CA 93612

Refund Policy Example

Cost of tuition = \$3950. Divide by 500 hours to get the hourly rate of \$7.90. If you withdraw after having spent 10 hours in class and have already paid the full tuition, your refund would be: \$3950 (tuition) - \$79.00 (10 hours at \$7.90 per hour) = \$3871.00. If you withdraw after 250 hours in class, your refund would be: \$3950 - \$1975.00 = \$1975.00. After you spend 300 hours in class, you have reached 60% of the total class hours and are no longer entitled to a refund.

Tutoring

Tutoring services are available at a fee of \$35 per hour (individual or group) if academic progress is not satisfactory.

Admission Requirements

Each applicant must be at least 18 years of age, have a high school diploma or GED, or proof of current or past enrollment at a post-secondary institution. Previous course work may be accepted for credit toward completion of this program at the discretion of the director. Each applicant must be in good health. You must tour the school and be interviewed by the director prior to admission. In addition, it is required that each applicant provides documentation of having received a full-body massage prior to acceptance.

If the prospective student is from any country other than the United States, we will consider your application and there will be no extra charges, but visa services are not provided and the institution will not guarantee to vouch for student status.

Application checklist:

- ❑ Copy of high school diploma or transcripts, GED, or proof of current or past enrollment at a post-secondary institution.
- ❑ It is preferred that you have no criminal record. If you have a criminal record involving something minor, we will need an explanation of the nature of the charges and documentation to this effect.
- ❑ Provide signed documentation that you have received a 1-hour, full-body massage.
- ❑ Fill out application (completely and legibly)
- ❑ Call school for an appointment to tour the school, and be interviewed.
- ❑ Pay the \$100 registration fee.
- ❑ Applicants for advanced courses must have documentation of having passed a basic massage course prior to enrollment.

Attendance Requirements

Attendance is mandatory. If the student is absent for more than 16% of total class time (excused or unexcused), he or she will be dropped from the course. If more than 8% of total class time is missed, it is required that the time be made up with an individual instructor for a fee of \$35 per hour.

- ◆ 16% of a 500 hour course is 80 hours
- ◆ 8% of a 5000 hour course is 40 hours

Tardiness is disruptive to the entire class and is discouraged. Being more than 15 minutes late for class constitutes being officially tardy. 3 tardies = 1 hour of absence from the course.

Absences will be considered excused if the student notifies an instructor or the school prior to the start of class, and has a legitimate excuse (Example: car trouble, medical emergency, death in the family, etc.). Being more than 30 minutes late for class constitutes being officially absent for that hour of instruction.

The student will be placed on **academic probation** after 3 days of unexcused absence. This will remain in effect for 1 week. If, during that week, there is another day of unexcused absence, the student will be dropped from the course.

If the student wishes to take a **leave of absence**, a request must be made in writing. Requests will be considered on an individual basis, and may be granted at the discretion of the director.

Student Conduct

Students may be dismissed for any of the following reasons:

- Being under the influence of drugs/alcohol during class time
- Possession of drugs/alcohol on school premises
- Disruptive or disrespectful behavior
- Unsafe behavior
- Excessive absences/tardiness
- Any behavior that does not conform to school policies
- Failure to pay fees on schedule

Grading

Pass = 75% and above

Fail = below 75%

Depending on the course, there may be up to one quiz every week. Shorter courses may have no quizzes and only a final exam consisting of 100% of the written grade. If there is a quiz component to the course, quizzes will be averaged and will account for 50% of the written grade.

Some courses have a lab quiz component where there will be up to several lab quizzes during the course. If so, the lab quiz component will account for 50% of the lab grade.

The other 50% of the written or lab grade will come from a written and a lab final exam.

Depending on the course, there may be periodic practical exams, where the student will demonstrate their current level of competency with the technique being taught. These exams must be passed with a grade of 75% or better.

If a student's cumulative grade in either their written or lab course work is below 75% for 1 week, the student will receive academic counseling and be offered tutoring (\$35 per hour) to bring their grades up to at least 75%.

If a student's cumulative grade in either their written or lab course work is below 75% for 3 consecutive weeks, the student will be placed on **academic probation**. The student must receive at least a 75% for the next week's work to be removed from academic probation. If the student fails to meet this objective, the student will be dropped from the course.

There will be a practical hours requirement for each course consisting of at least 8% of the course, where the student will perform the technique being learned on members of the public.

Grades may be appealed by taking them to the director within 1 week of receiving the disputed grade. The director will resolve the issue in a timely manner.

Record Retention

Students are strongly advised to keep their own records of classes attended. State law requires this school to maintain student records for only 5 years, and massage laws vary from state to state.

Unsatisfactory Progress

Progress reports for attendance and grading will be issued periodically. If, during the previous week, academic progress has been unsatisfactory (less than 75%), the student will receive academic counseling and be offered tutoring (\$35 per hour) to bring their grades up to at least 75%. If academic progress is unsatisfactory for 3 consecutive weeks, the student will be placed on academic probation. The student must receive at least a 75% for the next week's work to be removed from academic probation. If the student fails to meet this objective, the student will be dropped from the course.

Re-Enrollment after Dismissal

Students who have been dismissed may only re-enroll at the discretion of the director, and only if the conditions that caused the dismissal have clearly been rectified.

English-As-A-Second-Language

This institution does not provide English-as-a-second-language instruction. Instructors speak only English. If you don't speak English well, you enroll at your own risk. You must attend lectures in English and pass tests written in English.

Job Placement Assistance

Students will be provided with information on how to find jobs on their own, but this institution does not promise any formal job placement assistance. We will happily give recommendations to employers for any students who have demonstrated proficiency.

Student Complaints

All complaints should be made to the director (Steven R. Mathews, D.C.) if possible. Complaints will be investigated in a timely manner.

Malpractice Insurance

All students are required to carry malpractice insurance. There is no requirement to obtain this insurance from any specific company. The approximate cost is \$80/year for students. Contact the school for specific information.

Acceptance of Prior Education/Experience

In some circumstances, the school will grant credit for prior education. This will always be at the discretion of the director. If an assessment is requested, the assessment fee will be \$100.

If allowed to challenge quizzes and tests, the policy will be as follows:

The written final must be passed.

The lab final must be passed.

No more than 2 chances will be given to pass these tests.

The practical final must be passed on the first try.

No more than 75% of the total class hour requirement may be granted as credit for prior education/experience.

The following is copied directly from State law:

(c) If credit for prior experiential learning is to be granted, the policy for granting such credit shall be included in the institution's catalog.

(1) An institution may grant credit to a student for prior experiential learning only if:

(A) The prior learning is equivalent to a college or university level of learning;

(B) The learning experience demonstrates a balance between theory and practice and;

(C) The credit awarded for the prior learning experience directly relates to the student's degree program and is applied in satisfaction of some of the degree requirements.

(2) Each college or university level learning experience for which credit is sought shall be documented by the student in writing.

(3) Each college or university level learning experience shall be evaluated by faculty qualified in that specific subject area who shall ascertain (1) to what college or university level learning the student's prior experience is equivalent and (2) how many credits toward a degree may be granted for that experience.

(4) The faculty evaluating the prior learning shall prepare a written report indicating all of the following:

(A) The documents in the student's record on which the faculty member relied in determining the nature of the student's prior experience;

(B) The bases for determining that the prior experience (i) is equivalent to college or university level learning and (ii) demonstrates a balance between theory and practice; and

(C) The bases for determining (i) to what college or university level the experience is equivalent and (ii) the proper number of credits to be awarded toward the degree for that experience.

(5)(A) The institution shall designate at least one administrator to be responsible for the review of faculty determinations regarding the award of credit for prior experiential learning.

(B) The administrator shall document the institution's periodic review of faculty evaluations to assure that the faculty written evaluations and awards of credit comply with this section and the institution's policies and are consistent.

(6) The amount of credit awarded for prior experiential learning shall not be related to the amount charged the student for the assessment process.

(7)(A) Of the first 60 semester credits awarded a student in an undergraduate program, no more than 15 semester credits may be awarded for prior experiential learning.

(B) Of the second 60 semester units (i.e., credits 61 to 120) awarded a student in an undergraduate program, no more than 15 semester credits may be awarded for prior experiential learning.

(C) Of the first 30 semester credits awarded a student in a graduate program, no more than 6 semester credits

may be awarded for prior experiential learning.

(D) Of the second 30 semester credits (i.e., credits 31 to 60) awarded a student in a graduate program, no more than 3 semester credits may be awarded for prior experiential learning.

(E) No credit for experiential learning may be awarded after a student has obtained 60 semester credits in a graduate program.

Note: Authority cited: Sections 94803, 94877 and 94885, Education Code. Reference: Sections 94885 and 94909, Education Code.

Sierra Massage School has not entered into any articulation or transfer agreements with any other colleges or universities.

"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION"

The transferability of credits you earn at Sierra Massage School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in any given program at Sierra Massage School 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 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 this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Sierra Massage School to determine if your certificate will transfer.

Student Tuition Recovery Fund

The Student Tuition Recovery Fund (STRF) was established by the California legislature to protect any California resident who attends a private postsecondary institution. According to California law, a fee must be assessed from each student upon enrollment, of \$2.50 for each \$1000 of tuition for the Student Tuition Recovery Fund. This is a state requirement. These fees allow the state of California to reimburse students for the amount of prepaid and unused tuition expenses in the event that an institution should close down unexpectedly, fail to live up to its enrollment agreement, or refuse to pay a court judgment.

To be eligible for STRF, you must be a California resident and reside in California at the time the enrollment agreement is signed, or when you receive lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered a California resident.

"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 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.

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

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

For further information or instructions contact:

BPPE (*Bureau for Private Post-Secondary Education*)
P.O. Box 980818, West Sacramento, CA 95798-0818
(916) 574-7720

Financial Statement of Responsibility Required by State of California

Sierra Massage School does **not** have a pending petition for bankruptcy.

Sierra Massage School is **not** operating as a debtor in possession.

Sierra Massage School has **never** filed a petition, and has never had a petition in bankruptcy filed against it.

Facilities

Sierra Massage School is a small, owner-operated school that is small in size, but large in personality! Most likely, you will feel a significant difference between us and any large schools. In fact, Sierra Massage School may feel more like a second home than a school. You will learn a lot, but in a comfortable environment where you can express your concerns directly to the owner of the school (who is also the teacher). Any and all student services can be accessed immediately by simply asking your instructor. You will not be sold or required to purchase a table in the course of your education here. We use all of our own equipment, including tables, cushions, stones and warmers, blankets, bolsters, and essential oils. We have created our own books which are supplied as part of the course. A library including various DVDs, anatomy books, and massage texts are available for all students upon request.

Sierra Massage School does not provide dormitory or housing facilities.