

Just For Your Health
College of Massage

CATALOG

Just for Your Health
1095 Bird Ave. Suite 3
San Jose, CA 95125
(408) 723-2570

CALENDAR

The office is open daily, Monday through Saturday 10am-4 pm, Sunday by appointment only. The College will be closed on the following holidays if that date falls on a scheduled school day. Holidays include Memorial Day, Labor Day, Thanksgiving (Thursday & Friday), Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day.

SCHEDULE

The schedule for day classes is Monday through Saturday, 8:00 **AM** to 7:00 **PM** with one hour for lunch, for a total of 10 hours a day. The combined courses (500 hours) are 20 - 25 weeks Monday through Friday 8:00 **AM** to 11:00 **AM** and some weekends. The schedule for evening classes is Monday, Wednesday and Friday 6:00 **PM** to 10:00 **PM**. Continuing education courses have two sets schedule to choose from: 1st (Saturday and Sunday), 2nd (Monday - Friday). Each course is presented in modules, and new students may enter at the beginning of each module (approximately every month in the day session and every 14 weeks in the evening session. Continuing Education Courses begin approximately twice a month. Schedules are subject to change).

FACILITIES

The college has one classroom and an office. Restrooms are next to the college classroom.

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

EDUCATIONAL OBJECTIVES

Upon successful completion of the Massage Therapist Program, students will be able to demonstrate the knowledge and skills required in the field of massage therapy, including anatomy and physiology, health enhancement and practice management. The graduate will be prepared to set up a private practice or to work in spas, gyms, clubs, corporate fitness centers, or other offices, assisting clients with general health improvement, stress reduction, relaxation, conditioning and injury prevention. Additionally, the graduate will be prepared to work in health and medical settings as an adjunctive health service for remedial or rehabilitative purposes.

METHOD OF PAYMENT

Tuition and fees are due 3 weeks prior to the start date of each program. The College accepts Visa/Master Card. In order to make monthly payments over the length of the program, the student must make a down payment totaling $\frac{1}{2}$ the tuition and pay a 10% finance fee on the remaining balance (available for 500 hour program only).

Students will be contacted if there is a delinquency in payment of fees. If appropriate arrangements cannot be made, the student will be terminated from the course.

GRIEVANCE PROCEDURE

Persons seeking to resolve problems or complaints should first contact the instructor or staff member in charge. If the issue is not resolved, the manager should be contacted. If still unresolved, a written request may be made to the director, Yuan Si. If still unresolved, a request for further action may be made to: Bureau for Private Postsecondary and Vocational Education, 400 R Street Suite 5000, Sacramento, CA 95814 (916) 445-3427

NONDISCRIMINATION PROVISIONS

Just for Your Health's non-discrimination provisions are in accordance with Section 12940 (d).

ADMISSION REQUIREMENTS

Students enroll prior to the beginning of each module in a course. Applicants must be high school graduates, or have passed a high school equivalency examination (such as GED), or be a minimum of 18 years of age and able to benefit from the course of training. Students must also speak and understand English. Applicant must have an admissions interview with the school Manager or Administrator. Any written agreement signed shall become operative the first class or session of instruction. Any Contract, Registration Form is legally binding when signed.

GRADUATION REQUIREMENTS

In order to complete a course of training, a student must:

1. Complete all of the required hours for the course (17-500 hours), including make-up hours for any missed hours of instruction.
2. Receive a satisfactory evaluation in all coursework from the faculty members.
3. Satisfy all financial indebtedness to the school. Student is obligated to pay \$25.00 for lost or damage of the sheet set and/or towel.

Upon meeting the above requirements, students receive a Certificate of Completion. An additional Certificate of Completion and/or Transcript request are \$25.00 each, plus handling. The student must request a certificate/transcript in writing with the signature.

ATTENDANCE POLICY

Students are expected to attend classes as scheduled just as they would be expected to be present for work. Absences and tardiness will be recorded.

Students failing satisfactory attendance per policy will be counseled by the administrator, if attendance fails to improve, the school administrator will terminate a student for unsatisfactory attendance. Re-admittance may be permitted if the caused for unsatisfactory attendance has been corrected and is approved by school administrator.

Tardiness disrupts a good learning environment and is discouraged. Tardiness without legitimate reason on two occasions will be considered as one unexcused absence.

Absence will be considered excused under the following circumstances: Illness or death in the immediate family and mandatory government appointments. Other absences will be considered unexcused.

Make Up Time: Make up time will be assigned by the office manger, for class available, and by instructor, in the event that an unexcused absence is the result of tardiness, on full session (hours) must be made up, not the actual minutes of tardiness. A fee is charged for make up time for unexcused absences.

Leave of Absence: A Leave of Absence (LOA) may be granted for emergency situations. A LOA should not exceed one week, and if it does it cannot exceed the time required for the student to return to the same place in the curriculum when he or she left. Only on LOA can be granted during a calendar year. A student must request a LOA in writing, and must be approved in writing by a school administrator. Instructors cannot grant a LOA.

PROFESSIONAL CONDUCT

At the discretion of the school administration, a student may be warned, suspended, or terminated from school for: Drug or alcohol intoxication during class; possession of drugs or alcohol at school; disobedient or disrespectful behavior to another student, an administrator, a visitor, or a faculty member; theft; unauthorized entry; cheating.

PLACEMENT ASSISTANCE

Professionals or companies may contact this institution for candidates for employment. Known vacancies in the field will be posted in the job binder. While this institution will provide placement assistance, it can make no guarantee of employment.

RECORDS RETENTION

Enrollees are advised and cautioned that state law requires this education institution to maintain school and student records for only a five-year period.

NOTICE OF STUDENT RIGHTS

A student may cancel or terminate enrollment by mailing a written notice to Just for Your Health, 1095 Bird Ave. Suite 3, San Jose, CA 95125 by Certified Mail. The effective date of cancellation or termination is the postmark date. If any refund is due by the school it will be mailed within 30 days.

Cancellation: A student shall have a right to cancel an agreement for a course of instruction including any equipment as follows:

MMT Course-No later than 12am (which is the 5th business day following the first day of class).

CMT Course-No later than 12, midnight the business day before class.

Single Subject Courses- No later than 12, midnight the business day before class.

You may cancel your contract for school, without any obligations and receive a refund of monies you have paid, less the registration fee, up to midnight of the fifth business day for the MMT Course and/or midnight the business day before the CMT Course, no refund will be given thereafter. As described in the Notice of Cancellation form that will be given to you at the first class session you attend. Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities.

Withdrawal: After the end of the cancellation period, you also have the right to stop (withdraw or drop) school at any time, and you have the right to receive a refund for the part of the course not yet taken. Your refund rights are described in the contract.

Single Subject Courses refund policy- A student may cancel your contract for school, without any obligations and receive a full refund, less the registration fee, up to midnight the business day for each Single Subject course, no refund will be given thereafter. Any notification of withdrawal or cancellation and any request for a refund are required to be made in writing. Refer to your Notice of Cancellation form for an explanation of your cancellation rights and responsibilities.

***Continuing Education Modules no refunds.**

Refund Policy

This school has and maintains a policy for refunding the unused portion of tuition, fees and other charges in the event the student fails to enter the course or withdraws or is discontinued therefrom and provides that the amount charged to the person for tuition, fees and other charges for a portion of the course does not exceed the approximate pro rata portion of the total charges for tuition, fees, and other charges that the length of complete portion of the course bears to its total length. The student is obligated to pay only for educational materials obtained and services rendered.

NOTE TO SCHOOL APPLICANT CONSIDERING THIS POLICY STATEMENT: This policy for refund monies means that the institution does not retain ANY monies until such monies have been earned, meaning that the enrollee has an obligation to pay ONLY for materials actually purchased and in his/her possession and for educational services actually rendered and for instruction actually given.

The refund for students who have completed 49 percent or less of the course of instruction shall be a pro rata refund, less a (\$75.00) registration fee. There is no refund if a student has completed 50 percent or more of a course.

Example: A student enrolled in the Massage Therapist I program (200 hours) pays \$1500 for her total tuition and fees, but withdraws after completing 75 hours. The school would deduct \$100 as a registration fee from the \$1500 paid, leaving \$1400 divided by 200 = \$7.00 per hour, the hourly charge for the program. The student owes the school for 75 hours at \$7.00 per hour plus the \$100 registration fee. 75 hours times \$7.00 is \$525.00 plus \$100 = \$625.00. Any amount paid by the student in excess of \$625.00 will be refunded. In this case, \$1500 minus \$625 would result in a refund of \$875.00.

STUDENT TUITION RECOVERY FUND

California law requires that, upon enrollment, a fee be assessed the institution in relation to the cost of tuition (Education Code Section 94343). These fees support the Student Tuition Recovery Fund (STRF), a special fund established by the California Legislature to reimburse students who might otherwise experience a financial loss as a result of (a) the closure of the institution, (b) the institution's breach or anticipatory breach of the agreement for the course of instruction, or (c) a decline in the quality or value of the course of instruction within the 30-day period before the institution's closure. The Fund protects only California students. Institutional participation is mandatory.

*Continuing Education Classes will not participate in the Student Tuition Recovery Fund (STRF). This statement applies only to students enrolled in MMT and/or CMT Education Courses.

It is important that enrollees keep a copy of any enrollment agreement, contract or application to document enrollment, and tuition receipts or canceled checks to document the total amount of tuition paid. Such information may substantiate a claim for reimbursement from the STRF, which must be filed within one year of the Council's* service on the student of their rights under the STRF, or if no notice of rights are served to the student, within four years of the institution's closure.

*The Council for Private Postsecondary and Vocational Education
P.O. Box 980818
West Sacramento, CA 95798-0818
(916) 574-7720

PROFESSIONAL MEMBERSHIPS

Just for Your Health College of Massage is a member of the Associated Bodywork and Massage Professionals (ABMP).

ADMINISTRATIVE STAFF & FACULTY

| | |
|---|---------------------|
| Yuan Si | Owner/Director |
| Rosalind Fleurs, D.C. (Chiropractor) | Manager/ Instructor |
| Hong Jiang (Massage Therapist for over 30 years) | Instructor |
| Ai Ozawa (Massage Therapist for over 25 years) | Instructor |

COURSE INSTRUCTION

MESSAGE THERAPIST I (Certified Massage Therapist)

Clock Hours: 100 Hours

Maximum Class Size: 12 Students

| <u>Course Content by Subject</u> | <u>Hours</u> |
|---|---------------------|
| Intro to Massage Theory | 78 |
| Anatomy and Physiology | 8 |
| Health Enhance | 10 |
| Practice Management | <u>4</u> |
| Total | 100 Hours |

MESSAGE THERAPIST II (Master Massage Therapist)

Clock Hours: 400 Hours

Maximum Class Size: 12 Students

| <u>Course Content by Subject</u> | <u>Hours</u> |
|---|---------------------|
| Shiatsu Massage | 45 |
| Acupressure | 45 |
| Western Anatomy | 30 |
| Eastern Anatomy | 10 |
| Shiatsu Chair Massage | 10 |
| Chinese Herbal Therapy | 10 |
| Pain management therapy practicum | 100 |
| Sports Massage | 50 |
| Apprenticeship | <u>100</u> |
| Total | 400 Hours |

SINGLE SUBJECT COURSES

SHIATSU MASSAGE

Clock Hours: 125 Hours

Maximum Class Size: 12 Students

| <u>Course Content by Subject</u> | <u>Hours</u> |
|---|---------------------|
| Shiatsu Massage | 75 |
| Student Apprenticeship | <u>50</u> |
| Total | 125 Hours |

ACUPRESSURE

Clock Hours: 125 Hours

Maximum Class Size: 12 Students

| <u>Course Content by Subject</u> | <u>Hours</u> |
|---|---------------------|
| Acupressure Massage | 45 |
| Western Anatomy | 30 |
| Student Apprenticeship | <u>50</u> |
| Total | 125 Hours |

SPORTS MASSAGE

Clock Hours: 50 Hours

Maximum Class Size: 12 Students

Course Content by Subject

Hours

Sports Massage

50

Total 50 Hours

PAIN MANAGEMENT THERAPY PRACTICUM

Clock Hours: 100 Hours

Maximum Class Size: 12 Students

Course Content by Subject

Hours

Pain Management Therapy
Practicum

50

50

Total 100 Hours

MESSAGE SPA TECHNICIAN

Clock Hours: 100 Hours

Maximum Class Size: 12 Students

Course Content by Subject

Hours

Intro to Spa Treatment

50

Product use

15

Health Enhance, Marketing, Practice Management

10

Apprenticeship

25

Total 100 Hours

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| CONTINUING EDUCATION COURSES |
|-------------------------------------|

MODULE I

UPPER BODY EXTREMITIES

Clock Hours: 17 Hours

Maximum Class Size: 12 Students

Course Content by Subject

Intro to Deep Tissue

Joint Mobilization

Stretching

Pulling

Tapping upper Trapezius Rhomboids

Middle Trapezius and pain patterns

Total 17 Hours

MODULE II
SPA/FOOT REFLEXOLOGY
Maximum Class Size: 12 Students

Clock Hours: 17 Hours

Course Content by Subject

Spa Hand and Foot Treatments
Introduction to Exfoliation
Honey Treatment
Mud Treatment
Buff Polish
Oil Massage

Total 17 Hours

MODULE III
HOT STONE MASSAGE
Maximum Class Size: 12 Students

Clock Hours: 17 Hours

Course Content by Subject

Theory, Lecture, Hygiene
Demonstrations
Hands on Practicum
Aromatherapy

Total 17 Hours

MODULE IV
CHAIR MASSAGE
Maximum Class Size: 12 Students

Clock Hours: 17 Hours

Course Content by Subject

Introduction to Deep Tissue Chair Massage
a variety of strokes which concentrate on the
neck, shoulders, upper back, and arms.

Total 17 Hours

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| FEE SCHEDULE |
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MASSAGE THERAPIST I

| | |
|---------------------------|-----------------|
| Registration | \$ 75.00 |
| S.T.R.F. Fee | 3.00 |
| Tuition | 1,495.00 |
| Total Fees Level I | 1,573.00 |

MASSAGE THERAPIST II

| | |
|----------------------------|-----------------|
| Registration | \$ 75.00 |
| S.T.R.F. Fee | 6.00 |
| Tuition | 4,617.00 |
| Total Fees Level II | 4,698.00 |

MASSAGE THERAPIST I and MASSAGE THERAPIST II
Combined Package

| | |
|------------------------------------|-----------------|
| Registration | \$ 75.00 |
| S.T.R.F. Fee | 6.00 |
| Tuition | 6,192.00 |
| Total Fees Level I & II | 6,273.00 |

SHIATSU

| | |
|-------------------|-----------------|
| Registration | \$ 75.00 |
| S.T.R.F. Fee | 3.00 |
| Tuition | 1,495.00 |
| Total Fees | 1,573.00 |

ACUPRESSURE

| | |
|-------------------|-----------------|
| Registration | \$ 75.00 |
| S.T.R.F. Fee | 3.00 |
| Tuition | 1,495.00 |
| Total Fees | 1,573.00 |

SPORTS MASSAGE

| | |
|-------------------|---------------|
| Registration | \$ 75.00 |
| S.T.R.F. Fee | 3.00 |
| Tuition | 895.00 |
| Total Fees | 973.00 |

PAIN MANAGEMENT THERAPY PRACTIUM

| | |
|-------------------|-----------------|
| Registration | \$ 75.00 |
| S.T.R.F. Fee | 3.00 |
| Tuition | 1,495.00 |
| Total Fees | 1,573.00 |

MASSAGE SPA TECHNICIAN

| | |
|-------------------|-----------------|
| Registration | \$ 75.00 |
| S.T.R.F. Fee | 3.00 |
| Supplies | 195.00 |
| Tuition | 1,425.00 |
| Total Fees | 1,698.00 |

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|----------------------------------|
| CONTINUING EDUCATION FEES |
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MODULE I UPPER BODY

| | |
|-------------------|---------------|
| Registration | \$ 75.00 |
| Tuition | 498.00 |
| Total Fees | 573.00 |

MODULE II SPA/FOOT REFLEXOLOGY

| | |
|-------------------|---------------|
| Registration | \$ 75.00 |
| Tuition | 498.00 |
| Total Fees | 573.00 |

MODULE III HOT STONE MASSAGE

| | |
|-------------------|---------------|
| Registration | \$ 75.00 |
| Tuition | 498.00 |
| Total Fees | 573.00 |

MODULE IV CHAIR MASSAGE

| | |
|-------------------|---------------|
| Registration | \$ 75.00 |
| Tuition | 498.00 |
| Total Fees | 573.00 |

Make Up Time.....\$15.00 per hour
Transcript and/or Certificate of Completion.....First one is free / \$25.00 each thereafter

Textbooks and supplies are included in tuition figures. Books are issued in the module where the corresponding subject is presented. There are no separate charges for books.