

THE COLLEGE of BOTANICAL HEALING ARTS



August 31, 2012 to December 31, 2013

Catalogue

The College of Botanical Healing Arts offers a comprehensive 440-hour certification program in Essential Oil Therapy, enabling one to create a vibrant practice in essential oil therapy and herbal healing.

**A 501 (c)(3) Non-Profit, State Certified Institution by the
California Bureau of Private
Postsecondary Education**

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Mission Statement:



The College of Botanical Healing Arts (COBHA) is a non-profit institution dedicated to providing education, healing services, and research in the art and science of essential oils, plants, nutrition and herbal healing.

1. Our mission is providing a college with a course of study based on plant energy that exceeds the national standards and has a curriculum dedicated to excellence.
2. Our goal is to build a college that contributes well trained, dedicated, holistic practitioners with a specialty based in aromatherapy.
3. We offer a program that seeks to illuminate the innate wisdom within each student.
4. We continuously instill in students a commitment to ethical practices good work habits, and safety.
5. We nourish the concept of offering healing services at a College Clinic and beyond graduation that addresses the whole person: physical, emotional, mental, and spiritual.
6. We conduct research on the therapeutic actions of essential oils.
7. We qualify students to assume professional responsibilities in the health care field, working in conjunction with other health practitioners.



Dear Prospective Student,

Welcome to the College of Botanical Healing Arts. We invite you to embark upon a study of the healing properties of therapeutic plants and their essential oils.

Whether you are interested in acquiring knowledge about the use of essential oils to enhance your own life, and the lives of your family and friends through an introductory class, or are interested in obtaining the complete certification through the 440-hour program, COBHA is for you.

The College Board of Directors and its faculty are dedicated to providing students with a quality education in the art and science of Essential Oil Therapy. The goals of the Certification in Essential Oil Therapy Program are:

- 1) To provide a deep and thorough understanding of therapeutic plants and their oils;
- 2) To foster the application of that knowledge in a clinical setting of preventative and supportive health care practices.

Students have many opportunities throughout the program to engage in both theoretical and experiential learning. The academic program includes classes in chemistry, botany, anatomy and physiology, as well as classes in the more esoteric studies of energetic healing and the connection of body-mind-spirit healing. Through experiences with plants and essential oils, students develop an understanding of the energetic, emotional and spiritual aspects of healing.

The time to bring about a life-changing orientation in your physical, mental, and spiritual health and well-being is now! We welcome you to join us on this fragrant path.

With Warm Regards,
The COBHA Board of Directors and Staff

History, Status and Facility



The College was established in September 1997. It is a private nonprofit educational institution with a 501(c)(3) tax-exempt status recognized and approved to operate by the California Bureau of Private Postsecondary Education. An COBHA Board consists of Elizabeth Jones, June Smith, Martha Babatola, Gale Petti, ElizaBeth Link, Sandra Kury and Talya Lutzker.

The building and land were purchased for the purpose of establishing a College dedicated to the botanical healing arts with a focus on essential oils. A small teacher-student ratio provides a supportive environment for healing and professional development. The surrounding land (1/3 acre) is being developed as a botanical garden from which essential oils and herbs will be derived and distilled for use in classes.

COBHA has a large lovely classroom that overlooks (through French doors, a garden space and lawn. It has an office with 2 desks, 2 computers, 4 filing cabinets, a copy machine, printer, fax and storage cabinets. The classroom has one wall of library books (25 feet long), a cd player, a projector, screen, microscope, 7 tables, 40 chairs, water dispenser, microwave, refrigerator and diffuser with racks of 70 essential oils.

A valuable resource to COBHA students, the COBHA library has a great variety of research books on different forms of preventative medicine and holistic health. It has a check-out library of about 50 books, mostly on essential oils. Students sign out books with name, date, and book title, and are permitted to keep the book for 3 weeks. There are many shelves of reference books, including Webster's Encyclopedic Unabridged and other dictionaries, Physicians Desk Reference, nearly 100 books on the subject of Essential Oils, another 100 on Herbalism, a shelf of 60 books on Botany, 30 books on Anatomy & Physiology, 8 books on Chemistry, 10 books on Nutrition, 75 books on Alternative Medicine, 40 books on Mind/Body, 30 books on Energetic Healing, 35 books on Eastern Medicine, 30 books on History of Alternative Medicine, and 3 volumes on Pharmacognosy. Magazines and professional journals are shelved below, as well as professional papers (some written by COBHA students).

Certification Program

The 440-hour Aromatherapy Practitioner Certification Program includes the Level I Foundation Course (36 hours), twelve Level II classes (344 hours), and 15 elective credits (60 hours) from classes and/or workshops. Upon successful completion of the program with a grade C or better and a final exam both written and oral, students receive a professional Certificate of Completion. Students can add CEOT (Certified Essential Oil Therapist) after their name. COBHA is the only 440-hour certification Essential Oil Therapy program in the United States. The educational program is designed in trimesters:

Fall (September - November)

Winter (January - March)

Spring (May - July)

Continuing Education Units

CEU's are available for nurses and massage therapists. A fee of \$25 will be charged for all CEU certificate requests.

Vocational Opportunities

We provide career advising. Some vocational opportunities:

- Aromatherapy services in alternative health professions like chiropractic, salons/day spas, massage therapy, holistic nursing clinics, hypnotherapy clinics, hospices, & birthing centers.
- Teaching in aromatherapy colleges and massage schools.
- Working as a consultant or marketing manager with essential oil companies.
- Working in sales and as consultants in retail businesses.
- Adding to practices in Reiki, polarity, Brennan method, chakra balancing and gemstones.
- Traditional professions such as nursing, dermatology, pain management, women's clinics and convalescent hospitals or hospice.
- Aromatherapist in private practice.



ADMISSIONS

Admission Requirements

A High School Diploma, GED or equivalent, being at least 18 years old & satisfactory completion of the application & interview process are required for admission to COBHA .

Transfer Credits

Credits for courses taken at state and/or private certified institutions other than COBHA will be applied toward COBHA requirements if taken within three years prior to enrollment at COBHA. Applicants who have studied similar curriculum over three years prior to enrollment may choose exemption from course participation by passing all course exams and paying an adjusted tuition fee. Students enrolling in advanced classes who have not completed the Level One Program must submit documentation from an approved school (approved by COBHA's Board of Directors) showing equivalent training and pass the final exam. Acceptance in advanced technique classes may be subject to instructor evaluation and involves a \$75 processing fee.

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits you earn at COBHA is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the Essential Herbal Practitioner Certification Program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or 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 COBHA to determine if your credits or certificate will transfer. A fee of \$25 will be charged for all transcript requests. COBHA has not entered into an articulation or transfer agreement with any other college or university.

International Students

COBHA admits international students but does not provide VISA services.

English as a Second Language

English language proficiency is required to attend COBHA classes. Currently, English language services are not offered at COBHA.

Placement

COBHA does not offer placement services.

Statement of Non-Discrimination

COBHA does not discriminate on the basis of race, gender, ethnicity, religion, age, gender identity or sexual orientation.

Applications

An application for enrollment is available online, in office, or through email or fax. All questions must be answered in detail and will be reviewed during the interview.

Submissions

Please bring the following to the interview: 1) A short autobiography of yourself describing your intentions and goals. 2) A current photo of yourself for our files. 3) Two brief letters of character reference, whom we may contact for reference. 4) Application fee of \$50.

Interview Process

After the completed enrollment application is received, the applicant will be contacted to schedule an appointment for an interview with a COBHA staff member. This interview is to evaluate the application, receive submissions, and to complete the COBHA orientation. After the applicant and the application have been evaluated, the interviewer will determine if the COBHA program and the prospective student are compatible. A confirmation of acceptance will be confirmed via phone, mail, or email to the student upon completion of the interview process.

Student Services Offered by COBHA

- Library checkout and use of Reference Library 5 days a week.
- Use of garden for making herbal preparations, relaxation and distillation.
- Long-distance learning in real time on Skype
- Internet services in the classroom
- Online registration Payment for classes through PayPal on our website.
- Tutoring services
- Clinic Internship Experience
- College store for books, charts and oils
- Monthly or bimonthly workshops taught by local guest teachers & experts in the field

COBHA does not have dormitory facilities but may help students find local housing.



Open Houses

COBHA holds open houses three times a year; see website for dates or contact the school. Staff members and faculty highlight either lavender, geranium, or rosemary through demonstrations and infused treats, and introduce COBHA's philosophy. These orientations are very helpful in becoming familiar with the staff, faculty, classroom, and COBHA's principals.

FACULTY

Elizabeth Jones, Educational Director and Instructor



Elizabeth believes in the healing power of essential oils and herbs. She has experienced the incredible effects of bringing people back to a balance of health, both physically and emotionally. She has earned a Bachelor of Science Degree from Skidmore College, Saratoga Springs, NY. She received a Secondary Credential and a Masters Degree from UC Berkeley, CA. She is also a

graduate of the California School of Herbal Studies, Forestville, CA. Elizabeth is a member of the Alliance for International Aromatherapists (AIA). She has worked to put national standards in place for Level I and Level II of essential oil certification. Elizabeth and her husband, Larry Jones, own the Aromatherapy company, Elizabeth Van Buren, Inc. in Santa Cruz, CA. She is an essential oil consultant and enjoys creating custom blends for individuals. She believes that Essential Oil practitioners will be an important part of the 21st century medical community.

Wayne Hoff, Instructor

Wayne has been practicing alternative healing for over 20 years. Currently he does bodywork and energy medicine specializing in trauma and abuse. He has offices in Santa Cruz and Monterey. He graduated from COBHA in 2004.



Patty Jacobsen, Instructor



Patty attained her certification in essential oil therapy from COBHA in July 2009. Originally from New York, she attended Pace College and completed her Associate degree in Liberal arts. Her inner compass has lead her to the path of teaching and offering guidance in the wonderful healing world of Essential Oils at COBHA.

FACULTY (continued)

Larry Jones, Instructor

Larry is the co-owner of Elizabeth Van Buren, Inc., and has over 30 years experience in the chemical industry, including work at Kaiser Aluminum & Chemical and the Chemistry Board at UCSC. Founder of Spectrix Analytical, he works with Gas Chromatography/ Mass Spectrometry, to ensure the absolute purity of essential oils. Larry gives lectures and workshops on essential oil purity and works with other chemists to improve the quality of essential oils for therapeutic purposes.



Elizabeth Flynn, Chemist & Instructor



Elizabeth obtained her bachelor's in chemistry at the College of Charleston and acquired three-and-a-half years of teaching experience along with her master of science in chemistry at UCSC. With an inquisitive mind full of scientific curiosity and a passion for life in all of nature, essential oils chemistry is the perfect subject to integrate with her background in chemistry.

Deborah Najman, Assistant Instructor

Deborah has a BA in Psychology and Italian Studies from Brandeis University. She has been involved in the healing arts most of her life and has seen clients in private practice for the past 5 years. Her practice revolves around the ancient Peruvian wisdom healing of the *Q'ero*, which she trained in with the Four Winds Society. She incorporates crystals, singing bowls, rattles, drumming, *despachos*, and ThetaHealing in her sessions. She has currently been focusing on plant medicine in the form of essential oils, organic foods, and herbs, and earned her certification in essential oil therapy from COBHA in 2011.



COURSES

Level I - Foundation in Essential Oil Therapy (36 hours)

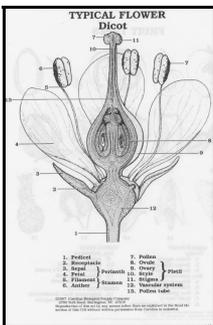
This course is a prerequisite to Level II courses.

An introduction to the healing realm of aromatherapy and an exploration of how essential oils, originating in plants, work holistically, interacting with and benefiting the human body, its emotions as well as the mind and spirit. We look at the use of essential oils in the ancient Egyptian and Greek worlds, their chemical makeup and study their effects on the Immune System, the emotions, and the Limbic Brain. An introduction to skin care and aromatherapy massage is explored. 23 essential oils are introduced. Students practice the skills of blending oils and preparing case studies.

Level II- Course 1 - The History of Medicine (24 hours)

A fascinating study of the evolution of medicine. Students follow circuitous path of herbal and Western Medicine. Subjects (such as the dark ages of plagues, witch burnings, blood-letting, the islands of healing light, the Salem University in Italy, and the alchemy of Paracelsus) include the present day emergence of herbalism and aromatherapy along with the technological advances of allopathic medicine. Students create herbal and essential oil balms and write a research paper on one figure from the colorful history of medicine.

Level II- Course 2 - Aromabotany (32 hours)



The abstract and mysterious quality of essential oils become a living botanical reality as students study the plants of their origin. A walk through a fragrant garden begins with the gymnosperms (conifer trees), which offer oils from wood, and continues with angiosperms (flowering plants), which provide oils from seeds, roots and leaves. Students study photosynthesis, flower reproduction, and exploring various plant parts. Includes field trips to botanical gardens in the Santa Cruz area. Students also

participate in the planting and upkeep of COBHA's botanical garden.

COURSES (continued)

Level II- Course 3 - Aromatherapy and Human Physiology, Part One *(24 hours)*

A comprehensive study of Essential Oils and herbal care in relation to Anatomy and Physiology. The focus of this class is an in-depth study of the human cell and skin, the Skeletal and Muscular System, and the Respiratory System. Students learn how essential oils may strengthen these systems and offer healing when there are imbalances or disease.

Level II- Course 4 - Aromatherapy and Human Physiology, Part Two *(24 hours)*

Continuing the study of the human body, this class focuses on the Cardiovascular System, the Digestive System, and the Urogenital and Gynecological Systems. Students look at using essential oils, herbs, and nutrition as alternative medicine for these systems.

Level II- Course 5 - Essential Oil Chemistry *(32 hours)*

Students gain a deeper appreciation of essential oil functional groups in this course. The meaning of optical isomers, ethers, and oxides is clarified, along with the reason why some essential oils heal and others are toxic. The class offers some hands-on experience in distillation using equipment for steam, steam and water, and solvent extractions. Larry Jones provides students with a greater understanding of GCMS (Gas Chromatography /Mass Spectrometry) analysis of essential oils and why it is important in order to guarantee their quality and purity.

Level II- Course 6 - Mind and Body *(32 hours)*

This class focuses on how essential oils affect the Limbic Brain and Endocrine, Nervous and Immune Systems, creating a mind-body connection. Students study therapies for psychoneuro-immunology disease, including spiritual applications. This class elicits a creative response of awareness of how thoughts and emotions effect one's health. Students learn to recognize methods that prevent disease and create harmony in the body.

COURSES (continued)

Level II- Course 7 - Clinical Science *(28 hours)*

This course covers the study of disease, addictions and pathology, as well as the study of viruses, bacteria, fungi and some of the many illnesses that they may cause. Conditions such as multiple sclerosis, cancer, obesity and drug addiction are reviewed. Students learn how supplements, such as a minerals, vitamins and herbs work well with essential oils to restore balance to the body.

Level II- Course 8 - Energetic Healing *(32 hours)*

This course introduces students to the mystery of the human etheric body, the chakra systems, and its connection to the body's endocrine system. Students look at various healing methods that focus on subtle energies, including FlowerEssences, Homeopathy, Hydrotherapy, and Aromatherapy. Through class experiences, students explore how energy fields exist and how essential oils affect these fields. The goal of this class is to discern methods to keep the body's aura healthy and to promote spiritual healing.

Level II- Course 9- Communication and Business Skills

(20 hours)

This course focuses on the ethics of being an Aromatherapy Practitioner. Through communication skills, the student learns how to develop a sound relationship with clients. Also covered: How to start a business, keep records, and maintain other legal considerations. Students prepare a business plan and/or design a brochure and a business card. Students will also learn how to prepare a PowerPoint presentation.

Level II- Course 10 - Clinical Practice Theory *(28 hours)*

This course works in conjunction with Course 11 (Clinical Internship). Students discuss their experience from the clinic. Fellow students offer support and suggestions in dealing with client issues. Ways to improve structure and functioning of clinic are explored. Setting up an ideal clinical situation is a written assignment.

COURSES (continued)

Level II- Course 11 - Clinical Internship (46 hours)

During this course students apply the knowledge acquired from all Level I and Level II courses. Students create a clinic atmosphere, schedule appointments, publicize their clinic to the community, and maintain records. During the Clinic they interview clients, assess their condition holistically, do a reflexology treatment, create a custom blend and offer healthy lifestyle suggestions.

Level II- Course 12 - Elder Clinic (21 hours)

A life changing experience for student and elderly clients. We will share our love of essential oils and herbs with new friends in assisted living homes. There will be an orientation class, then 6 classes of spending time with the elderly followed by a short time to share in classroom. Presenting oils to smell, to experience in hand massage, to evoke memories, and to provide the education to make each visit meaningful.

Level II Electives (60 hours)

In order to complete the 440-hour programs, a student must acquire 60 hours of elective credits. As a general rule, each four hours of class or workshop attended equals one elective credit. The College offers at least three workshops a year by well known national and international teachers. All students are required to take Intro to Reflexology which will be offered on a weekend. Elective credits are also offered to students attending conferences of the National Association for Holistic Aromatherapy (NAHA), Alliance of International Aromatherapists (AIA), and/or the Pacific Institute of Aromatherapy (PIA).

These elective workshops are available to all students of COBHA and to the general public.



All student files are kept confidentially at COBHA - student records are kept for a minimum of 5 years and student transcripts are kept permanently

Essential Oils and Herbs

Level I - Course I

Foundation Course in Essential Oil Therapy

Lavender ~ Jasmine ~ Orange ~ Cedarwood ~ Thyme
Bergamot ~ Cypress ~ Frankincense ~ Myrrh ~ Roman
Chamomile ~ Patchouli ~ Peppermint ~ Eucalyptus ~ Juniper
Tea Tree ~ Lemon ~ Rose ~ Geranium ~ Rosemary
Fennel ~ Grapefruit ~ Clary Sage ~ Ylang Ylang

Level II - Course I - History of Medicine

Cardamon ~ Clovebud ~ Garlic ~ Nutmeg ~ Vervain ~
Wormwood ~ Burdock Root

Course II - Botany

Pine ~ Sandalwood ~ Elemi ~ Ginger ~ Vetiver ~ Hyssop
Lime ~ Angelica ~ Lavandin ~ German Chamomile

Course III - Physiology Part I

Helichrysum ~ Marjoram ~ Cajeput ~ Camphor ~ Ravensara
Arnica ~ Comfrey ~ Aloe Vera ~ Horehound

Course IV - Physiology Part II

Black Pepper ~ Cinnamon ~ Coriander ~ Dill ~ Celery Seed
Sage ~ Hawthorne ~ Licorice Root ~ Dandelion ~ Raspberry Leaf

Course V - Mind & Body

Basil ~ Bay Laurel ~ Lemongrass ~ Petitgrain ~ Niaouli
Palmarosa ~ Mandarin ~ Spikenard ~ St. John's Wort
Saw Palmetto ~ Astragalus

Course VI - Clinical Sciences

Myrtle ~ Oregano ~ Eucalyptus ~ Citriodora ~ Galbanum
Valerian ~ Spearmint ~ Yarrow ~ Goldenseal
Echinacea ~ Milk Thistle

Course VII- Energetic Healing

Rosewood ~ Neroli ~ Carrot Seed ~ Tulsi ~ Melissa
Mugwort ~ Ginseng

Course X- Clinical Practice

Spruce ~ Benzoin

Books by Course

Level I

Level I - Course I **Foundation Course in Essential Oil Therapy**

Provided with class fee:

Davis, Patricia. *Aromatherapy: A-Z*.

Jones, Elizabeth Anne. *Awaken to Healing Fragrance*

Not provided or required, but highly recommended:

Bowles, Joy E. *The Chemistry of Aromatherapeutic Oils*

Level II

Level II - Course I - History of Medicine

Griggs, Barbara. *Green Pharmacy*

Course II - AromaBotany

Lawless, Julia. *The Illustrated Encyclopedia of Essential Oils*

Rose, Jeanne. *375 Essential Oils and Hydrosols*

Brian Capon, *Botany for Gardeners*

Courses III & IV- Physiology Parts I & II

Marieb, Elaine. *Essentials of Human Anatomy and Physiology*

Course V - Mind & Body

Pert, Candace B. *Molecules of Emotions*

Damian, Kate & Peter. *Aromatherapy Scent and Psyche*

Marieb, Elaine. *Essentials of Human Anatomy and Physiology*

Course VI - Clinical Sciences

Buckle, Jane. *Clinical Aromatherapy: Essential Oils in Practice*

Course VII- Energetic Healing

Davis, Patricia. *Subtle Aromatherapy*

Worwood, Valerie Ann. *The Fragrant Heavens*

Course IX- Communication & Business Skills

Sohnen-Moe, Cherie M. *Business Mastery*

Class Attendance:

1. The certificate program requires attendance in all classes and/or completion of instructor's approved make-up(s) for those classes missed.
2. It is the school's view that each student's registration for a class represents a commitment to organize one's life in service to the criterion of attendance. It is understood that important issues do occur that are of such a nature as to preclude attendance to a class(es). The school desires these situations to be kept to a minimum.
3. A student cannot miss more than 25% of the total class hours and receive credit for the course.
4. Please notify the instructor or school if possible in advance of an absence. When a student misses a class, the student is responsible for getting the homework assignments, class notes, and taped lecture or for rescheduling dates of assignments due. Students must complete all class assignments and exams to be eligible for Certificates of Completion.
5. If a class is not completed due to absence or incomplete work, repeating the class the next semester at 50% of normal tuition is available. The student will be the assistant for that class.
6. Makeup assignments must be completed and delivered to the instructor within ten (10) calendar days of the final class in order to avoid receiving an incomplete. Total grade for the class will be dropped one letter grade unless the instructor, due to extreme medical crisis or other special circumstances of the student, agrees to make an exception.
7. Medical crisis situations beyond colds and flu's are considered special situations and will be handled on an individual basis. Doctor's statements may be required.

Leave of Absence:

Since there is no requirement for a specific time frame to complete the program, there is no leave of absence policy.

Requirements for Graduation

1. Complete all courses (440 hours) with passing grade of C, including completing all examinations and assignments.
2. Complete a Clinical Internship.
4. Pay all tuition and fees in full.
5. Complete a final three-hour written examination and a one-hour oral examination.
6. CONGRATULATIONS!

Location & Directions

The College of the Botanical Healing Arts is located at 1821 17th Avenue, Santa Cruz, CA 95062, in a house, set back from the road, with a parking area, a low wooden fence and a garden in front.

From the North (San Francisco): **

Take 880 South; 880 South becomes Highway 17, follow until Watsonville/Monterey Exit (before Santa Cruz exit). Now on Highway One, take the Soquel Ave. Exit. At light, take a left on to frontage road. At the next light, take a right onto 17th Ave. COBHA is on the right about 1/2 mile down on 17th Ave. (next to the low brown house across from the Hair Pizzaz sign.)

***Students who are commuting from San Francisco to classes may choose to take Highway One during busy traffic times.*

From the South (Monterey):

Take Highway One North towards Santa Cruz. Take Soquel Exit & veer left as you prepare for a left turn at the light. At next light, take another left on frontage road. At second light, take right onto 17th Ave. COBHA is on the right about 1/2 mile down on 17th Ave. (next to the low brown house across from the Hair Pizzaz sign.)

Tuition & Costs

	Class	Cost	Hours
Level I	Foundation Course	\$596.00*	36
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Level II			
1.	History of Medicine	\$384.00*	24
2.	Aroma Botany	\$512.00*	32
3.	Anatomy & Physiology I	\$384.00*	24
4.	Anatomy & Physiology II	\$384.00*	24
5.	Essential Oil Chemistry	\$512.00*	32
6.	Mind & Body	\$512.00*	32
7.	Clinical Science	\$448.00*	28
8.	Energetic Healing	\$512.00*	32
9.	Communication & Business Skills	\$320.00*	20
10.	Clinical Practice Theory	\$448.00*	28
11.	Clinical Internship	\$736.00*	46
12.	Elder Clinic	\$352.00*	22
	Subtotal	\$6,100.00	440
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Electives			
	60 Credit Hours	\$1,000.00 (estimate)	60
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Non Refundable Fees*			
	Application Fee	\$50.00	
	STRF Fee	\$17.50	
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Total Tuition & Fees		\$7,167.50 (estimate)	
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Estimate of Other Costs (Books & Essential Oils)			
	Books	\$580.00 (estimate)	
	Level I Essential Oils	\$260.00 (estimate)	
	47 Level II Oils	\$880.00 (estimate)	
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Total Tuition , Fees & Estimated Costs		\$8,887.50 (estimate)	
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Additional Fees: Transcripts & CEU Certificates are \$25 per request			
*All class fees include a \$100 Non Refundable Registration Fee			
Tuition and all other fees and costs are subject to change.			

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:

- You are a student, 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
- 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:

- You are not a California resident, or are not enrolled in a residency program, or
- 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 students who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary and 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:

- The school closed before the course of instruction was completed.
- 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.
- 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.
- 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.
- An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

Refund Policy

- 1) Students who wish to cancel their enrollment in a class must do so in writing. The written statement must include the date of withdrawal, the reason for withdrawal and signature.
- 2) Students withdrawing from the Level II program should schedule an appointment with a school administrator.
- 3) After the first class, or the 7th day after enrollment, whichever is later, a full refund will be made, excluding applicable non-refundable fees & costs.
- 4) The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund
- 5) Nonrefundable fees (& costs) to be withheld from above refunds:
 - For each Level I & Level II course: a \$100 registration fee
 - For the Level 1 Foundation Course: \$40 for 2 books (unless returned in new condition), \$50 application fee & \$17.50 STRF fee.

*Note: any funds spent on essential oils or other products bought by the student are also non-refundable.
- 6) No refund will be given after 60% of the instruction has been completed.

Payment Plans

Installments that run over the duration of a class may be requested and must be approved by the administration at the time of registration. The number & timing of the payments may be negotiated when setting up the payment plan contract. *Please note that discounts do not apply to payment plans, and that students who are on a COBHA payment plan and withdraw will be responsible for making all agreed upon payments, less the amount of any refund.*

Financial Aid

COBHA also honors grants and scholarships that are awarded by outside agencies & sources. Students are responsible for identifying and applying for any such aid.

There may be times, depending on circumstances, when COBHA can offer partial scholarships to its students, but this is not guaranteed.

If a student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

Student Complaint Procedure

COBHA strives to create an atmosphere of mutual respect, honesty and understanding. Students and staff are encouraged to communicate directly with one another regarding any grievance. The Board of Directors is available to meet with grieved parties to resolve conflicts.

Students are requested to report any action perceived to be in violation of school regulations. A student who believes their complaint has not been addressed adequately should submit their concern in writing to the Board of Directors. Grievance procedures are conducted in confidence.

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.

Conditions for Probation and Dismissal

- Using essential oils or other botanical medicine without respect for safety information presented in class.
 - Attending any class or function of the college under the influence of drugs and alcohol.
 - Behavior that may be harmful to the learning environment or the reputation of the college (i.e. discrimination based upon race, creed, gender, or inappropriate language and/or conduct.)
 - Dishonesty and/or theft.
 - Failure to uphold the requirements and policies of COBHA
 - After two warnings, one oral and one written, for the same offense, the student will be put on probation for a specified time.
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COBHA does not have a pending petition in bankruptcy, nor is it operating as a debtor in possession. It 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.).

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.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by COBHA 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.

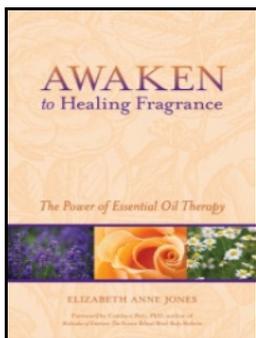
Awaken to Healing Fragrance!

COBHA is proud to announce the new book by COBHA director and instructor Elizabeth Jones:

Written for both lay readers and practitioners, *Awaken to Healing Fragrance* is divided into three parts structured around the past, present, and future of aromatherapy. The book begins with profiles of prominent female historical figures – from Cleopatra to Elizabeth I – known to have used essential oils for mind, body, and spiritual health.

Part two explains the value of aromatherapy today: modern methods for using essential oils—from relaxation practices like massage and facials to treating common conditions like PMS, stress, and a sore throat – and describes how and why they work. Also featured are case studies, research on anti-infectious qualities of the oils, the chemistry of essential oils and a section on psychoneuroimmunology that shows how essential oils can help restore the mind-body-spirit connection and create balance.

Awaken to Healing Fragrance concludes by exploring the future of essential oil therapy and how it can be integrated into traditional medical systems. Jones discusses energetic medicine, creating aromatic gardens, and establishing integrative medicine clinics where doctors trained in Western medicine would collaborate with alternative therapists such as acupuncturists, nutritionists, and aromatherapists to bring a new consciousness and sense of well-being to healthcare.



Awaken to Healing Fragrance is available on Amazon.com, or in the COBHA office! Check website for book signings and presentation dates!

Help us sow the seeds of our cause!

We are in great need of help from our family and friends.

COBHA is a non-profit institution dedicated to providing education, healing services, and research in the art and science of essential oils, plants, and herbal healing. There are four ways you can help sow the seeds of our cause!

1) This year marks the fifteenth year of COBHA's dedication to education in wellness. Your tax-deductible donation to our 501C3 Non Profit, state approved Education Institution will be put towards training new teachers and offering scholarships.



Eucalyptus Circle	\$20-- \$50
Lavender Circle	\$51--\$150
Ginger Circle	\$151--\$400
Sandalwood Club	\$401--\$750
Frankincense Club	\$751--\$1000
Rose Club	\$1501--\$5000
Lotus Club	\$5001--\$10,000

2) Donate your time! We can always use your help in the office, garden, marketing, fundraising, and wellness fair programs.

3) Refer a student to COBHA's Level One Course or our Correspondence Course and receive \$50 off in credit for classes or \$50 cash if you are a COBHA graduate!

4) Our 7th annual Wellness Fair took place August 25th, 2012 in downtown Santa Cruz and was a great success! Help us find corporate sponsors to fund next year's Fair to make it the best Wellness Fair yet!

Mail to: **The College of Botanical Healing Arts**

P.O. Box 362
Santa Cruz CA 95062

Name: _____

Mailing Address: _____

City _____ State _____ Zip _____

Primary telephone number _____

Email _____

PLEASE CHECK ONE:

_____ I would like to sign up for a class or workshop

Name of Class/Workshop _____

_____ I would like to make a donation of \$ _____

_____ I am interested in volunteering at COBHA.

Payment (check one): _____ Check _____ Credit Card

Card Number _____

Expiration Date _____ Zip Code _____

Make checks payable to: **The College of Botanical Healing Arts**

Workshops are open to the general public.
Please register two weeks in advance.

The College of Botanical Healing Arts
1821 17th Avenue, Santa Cruz, CA 95062

Telephone: 831-462-1807

Toll Free: 877.321.7346

Fax: 831.462.9307

cobhasantacruz@gmail.com

www.cobha.org