



VICTORY CAREER COLLEGE

Catalog May 2012 - December 2012

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The information contained in this catalog is reviewed and published for class 2012-2013. Victory Career College reserves the right to add, amend, or repeal any of its rules, regulations, policies and procedures at any point in time. New policies may be added without consent.

Contact Information (all classes will be held at this location): Victory Career
College 1316 N. Western Ave.
Los Angeles, CA 90029 Admissions Office Phone: (323)466-2429

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“My Mission is to surround our students with cheerleaders, not fear leaders. I am committed to transform student’s weaknesses into strengths for the graduate may stand out in the market place effortlessly, and make more money fast.”
Karine Fougoux, College Director





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Our Mission

Victory Career College (VCC) is an independent, private institution of career education approved to operate by the California Bureau for Private Postsecondary Education. The College serves students from diverse backgrounds, seeking to deepen their knowledge and vocational skills. An equally important aim is the development of positive attitudes toward work and life. The College's overarching goal is that of preparing our students for a life of learning and success.

Contact Info (all classes will be held at this location): Victory Career College
 1316 N. Western Ave. Los Angeles, CA 90029
 Admissions Office Phone: 323.466.2429
victorycareercollege.com

Our Philosophy

Victory Career College is a proud educational establishment who offers higher learning to student who want to become massage therapist. We assist and encourage students to pass the MBLEX or the NCTMB. We empower women and men to follow their dream career in the Spa Industry while living a positive ethical life. With the help of a motivated staff team, our directors oversee daily all operation closely. We are striving to empower all students, and to keep each one satisfied. We offer a complete program that makes a person confident that they have the tools needed to start a career.

Our Goals

In order to ensure fulfillment of our mission, the college has established the following goals:

- The College will strive to provide high quality instruction, and encourage students to participate in a dynamic, interactive, and stimulating classroom environment. instructionally useful.
- The College will continually update instructional texts, materials, and methodologies, and will evaluate new technologies that are proven
- The College will provide students with an environment conducive to the development of the essential skills needed for success in school, work, and life. Particular emphasis is placed on critical analysis, decision-making skills, self-improvement skills to maintain relevance to real world situations.
- The College will solicit student feedback regarding program and instructor effectiveness by implementing a student survey system.
- The College will conduct staff/faculty training "EMPOWER TRAINING" to stay focus on our goal that is empowering students.

In any profession, acquiring and retaining employment requires certain basic personal standards. Students will learn the importance of the following:

- Personal appearance
- Professional demeanor
- Professional responsibility
- Ethical behavior

Admission

Program classes are organized into modules which are typically ten calendar days in duration. These modules run on a continuous basis. Please contact the admissions office for the exact start date of the next module. In order to enroll, all students must conduct a personal interview with the admissions office, after which they will receive a tour of the facilities and the application form. An entrance test is required to pass in order to start the program.

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.

Admission Requirements

Victory Career College is an equal opportunity institution. All applicants will be considered for enrollment regardless of age, gender, race, national origin, handicap, or religion. Each applicant must meet the following requirements for enrollment:

- 1.) Be a high school graduate, or hold a GED certificate showing high school equivalency.
- 2.) Be at least 18 years of age
- 3.) Completion of an interview and completion of an enrollment application; there is a \$250.00 non-refundable application fee
- 4.) Be physically capable of performing the required tasks of the program
- 5.) Be conversant in both oral and written English and have a score of 70% or more on the entrance test.
- 6.) The College reserves the right to reject students if the items listed above are not successfully completed.

Instruction Language

Instruction is provided only in English. All written materials and lectures are conducted in English. At this time, VCC does not provide English language services.

FOREIGN STUDENTS AND VISA REQUIREMENT

The college admits foreign students with following requirements for enrollment:

- 1.) Be a high school graduate or hold a GED certificate showing high school equivalency. A diploma or GED certificate must be provided.
- 2.) Possession of a valid passport and the appropriate visa (i.e., F-1 or M-1). VCC does not provide visa services. VCC cannot vouch for student status.
- 2.) Be at least 18 years of age
- 3.) Completion of an interview and completion of an enrollment application; there is a \$250.00 non-refundable application fee
- 4.) Be physically capable of performing the required tasks of the program
- 5.) Score 70% or more on the VCC entrance test.
- 6.) The College reserves the right to reject students if the items listed above are not successfully completed.

Transfer of Credit Policy

VCC will process students' portfolios or transcripts to determine the applicability and transferability of credit from prior coursework. Requests for advanced standing or transfers for individuals who have completed a massage therapy course will be considered following completion of the application form and payment of the \$250 non-refundable application fee, the admissions department will evaluate previous education and training that may be applicable to the program. If the education and/or training meet the standards for transfer of credit, the program may be shortened and the tuition reduced accordingly. The coursework will be evaluated based upon the completed program's similarity to VCC's currently offered programs. Academic credit will generally not be granted for prior experiential learning.

Documents required for the review include the following:

- 1.) A request for consideration of advanced standing
- 2.) A catalog from the college where the courses were completed, outlining the course descriptions and number of hours
- 3.) An official transcript or Proof on Training document

Financial Aid

At this time, VCC does not participate in federal or state financial aid programs. Payment plans are available, however. Details can be found in the 'Program Tuition and Fees' section of this catalog.

If the 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, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- 1.) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- 2.) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Percentage Absence

Students missing 20% of the total clock hours will receive a warning letter.

Students missing 25% of the total clock hours must immediately meet with the College Director to determine eligibility for continued enrollment.

Attendance Records

The College shall maintain the attendance records in computer form for all classes where attendance is taken. Students wishing to contest the accuracy of the records must do so within fourteen calendar days of the day in dispute. After this period, the computer attendance record shall be considered final.

Attendance Requirements

Attendance in class is critical to student academic success. Completion of all coursework is required for graduation; the make-up assignments are designed to meet the needs of the student while retaining the integrity of the program. Make-up assignments may include, but are not limited to, viewing pertinent videos, clinical make-ups, and individual study projects. It is the sole responsibility of each student to obtain any missed notes, handouts, or homework assignments.

All instruction is provided on site; VCC does not currently offer any distance education programs however, field trips in the industry is supported to improve the overall study of real career experience.

1. Students must attend the class on time; tardiness will adversely affect the attendance score of that class.
2. All students must clock in and out on a daily basis. Cards are to remain at VCC at all times.
3. Students should notify the instructor of any planned absences.

A student must be present for no less than 75% of the actual class time to be considered to have completed that day's class time. For example, a student cannot miss more than two hours out of a full eight hours class day if they are to receive credit for that day.

Students may request a "leave of absence" in cases of a family loss, serious illness, or injuries; these cases must have documentation. Homework or lectures missed for these reasons must be made up upon the student's return to class.



Consecutive Absence Rule

When a student’s unexcused absences from any module exceed more than five consecutive calendar days (excluding holidays and scheduled breaks), the office of the Admission Director will make a determination regarding that student’s enrollment status. The following guidelines shall be followed:

Students who state they will not return to school shall be promptly dismissed.

All students who state they intend to return must do the following:

1. Attend their next scheduled class session
2. File an attendance violation appeal
3. Have perfect attendance while the appeal is pending
4. Commit to actions for improvement

A student who has promised to return to school, but does not attend the next scheduled class session shall be dismissed.

Returning from a Leave of Absence (LOA)

Upon return from leave, the student will be required to repeat any incomplete modules. Continuation of the program will depend on the schedule of sequence appropriate courses available at the time of re-entry. The student will not be charged any additional fees for the repeat of incomplete modules. The maximum of re-entering the same module is limited to three times and within seven months from the first class date of the program.

Academic Probation and Dismissal Policies

Academic Probation is a means of identifying students who are in academic jeopardy, and must show academic improvement in order to be allowed to continue their studies. Probationary status will be determined by cumulative GPA’s below 2.0 for two modules (generally 20 hours), or more of course work. Probationary status is removed when students raise their GPA to 2.0 or better.

Student will be sent a letter of notification of probationary status and must meet with the Admission Director at the beginning of the next module. The Admission Director may impose conditions that are academically appropriate for continuation of studies.

Academic Dismissal

Minimum GPA = 1.50 during the first 0-25% of the Program’s class hours

Minimum GPA = 1.74 during 26-50% of the program’s class hours

Minimum GPA = 1.99 during 51 -100% of the program’s class hours



Grading Policies

Grade	Point	Meaning	Grade Scale	Percentage Scale
A	4.0	Excellent	100-90	100-90
B	3.0	Above Average	89-80	89-80
C	2.0	Standard	79-70	79-70
F***or Fail	0.0	Failing	69 or lower	69 - 0
L	Not Calculated	Leave of Absence		
W	Not Calculated	Withdrawal		
WZ	Not Calculated	Withdrawal for active military duty. This grade indicate that the course will not be calculated for purposes of determining rate of progress		
TR	Not Calculated	Transfer Credit		



Dress Code and Personal Hygiene Policy

Appearance and hygiene are to reflect a professional appearance. Students must follow these requirements:

1. If required by a particular program, any uniforms provided by VCC must be worn at all times (or Tuesdays and Thursdays mandatory) during the classes. Uniform (VCC polo shirt) must be clean.
2. Clean white or black casual or sport shoes are acceptable.
3. The following items are not allowed: caps, sandals, sunglasses.
4. Any earrings must not be longer than the earlobes. No eyebrow, nose, tongue or lips piercings are to be worn in class.
5. Hair must be properly restrained and well groomed. Any facial hair must be neatly trimmed.
6. Students must shower daily. Fingernails should be clean and trimmed short.
7. Food and beverages are not allowed in clinic areas.
8. Students are not allowed to use mobile phone, Ipad, radio, Ipod, or other electronic devices in class.

School instructors will be the final judge of acceptable standard in grooming, hygiene, and uniform. If a student is found to not be in compliance with the standards, he or she will be dismissed from the class until this is corrected.

Disciplinary Action Policies

Depending on the severity of the infraction, students may be suspended, placed on probation, or have their enrollment terminated. Students may be subject to disciplinary action for any of the following:

1. Academic cheating or dishonesty, including falsification of past academic history.
2. Disruptive behavior in the classroom.
3. Improper behavior towards staff or other students.
4. Willful damage or destruction of school property (students will be held liable for damages).
5. A breach of any terms in the enrollment agreement or this catalog.
6. Failure to fulfill financial obligations.
7. Conduct which tarnishes the reputation of the school.
8. Unlawful conduct.

CANCELLATION, WITHDRAWAL AND REFUND POLICY

A student has the right to cancel this enrollment agreement and obtain a refund of charges paid. This option is available through attendance at the first class session, or the seventh day after enrollment, whichever is later.

A student may cancel this enrollment by giving written notice to the college. Student withdrawal may also be caused by student conduct (for example, a lack of attendance). In the event of cancellation, a written confirmation will be provided to the student.

In the event of cancellation, the student is financially obligated to the college according to the following:

- (a) If cancellation occurs within seven days after the date of enrollment, or before the first scheduled class session (whichever is later), 100% of all institutional charges shall be refunded, minus the \$250 application fee.
- (b) If withdrawal or termination occurs after the commencement of classes, the student shall be charged according to the last date of attendance. If withdrawal or termination occurs before the completion of 60 percent of the total class hours (60% of 500 hours = 300 hours), the student shall be entitled to a prorated refund of tuition. The college may retain the registration fee, book and supply fees, and any other legitimate charges owed by the student.
- (c) If withdrawal or termination occurs after the completion of 60 percent of the total class hours, the student shall be obligated for the tuition charged for the entire program (the student shall not be entitled to any refund);

The term "tuition" means the charges for instruction including any lab fees. Tuition does not include application fees (\$250) or other identified program fees. It does not include materials costs, such as books, and supplies. VCC does not issue credits, or refunds for books, and supplies.

When a cancellation, withdrawal, or termination occurs, a calculation of all allowable charges shall be made within 45 days,

If the College has received total payments greater than its allowable charges:

- (a) After the date of determination of such cancellation, withdrawal or termination a written statement showing allowable charges and total payments received shall be delivered to the student by VCC, together with a refund equal in amount to dollar amount paid to the college in excess of those allowable charges.
- (b) If the student has received federal student aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. If the student has received funds from other tuition assistance program(s), including student loan programs, regulations governing refund notification and awarding within respective program(s) shall prevail, but only with respect to the covered portions thereof.
- (c) In the event payments to a student account are derived from a sponsoring public agency, private agency, or any source other than the student, the statement of charges and payments received together with an appropriate refund may be delivered instead to such party (ies) in interest, but only with respect to the covered portions thereof.

In the case of a disabling illness or accident, death in the immediate family or other circumstances beyond the control of the student that causes the student to leave school, the college shall arrange a prorated tuition settlement that is reasonable and fair to both parties.



NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS AT OUR INSTITUTION

The transferability of credits you earn at Victory Career College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in the Massage Therapy Diploma Program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or diploma 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 VCC to determine if your credits or diploma will transfer. At this time, VCC has not entered into articulation or transfer agreements with any other colleges or universities.

Campus Facility / Travelling to Campus

Campus Facility / Travelling to Campus
Victory Career College is located at:
1316 N. Western Ave.
Los Angeles, CA 90029

All classes are held at this location. The school occupies a 3500 sq. ft building which features a large gated private parking lot as well as ample street parking and located close to fwy101.

Western Avenue is well served by Metro buses. You can find the Los Angeles Metro trip planner at http://socialtransport.org/tm_pub_start.php

Housing

VCC does not have dormitory facilities under its control, and does not assume responsibility for finding housing for students.

A wide variety of housing rental options is available in the Hollywood area. Costs vary widely; one bedroom apartments can be found starting at around \$1000 per month. Single room rentals represent a considerably less expensive alternative.

Library Services

VCC provides a selection of educational materials in its library area. Students may borrow two items at a time for a period of up to seven days, with extended borrowing periods (renewals) at the discretion of the library staff.

No food or drinks are allowed in this area. Mobile phones must be on silent mode. Students who fail to comply with these policies will be asked to leave the library.

Public computers in the library area are for academic use only.

Pantry

There is a small pantry available for student use. Cleaning is left for the students to do after use. No Maids.

Placement Services

Individual career advising and placement assistance is provided by the College; however, VCC cannot make any guarantees regarding the availability of future employment.

Student Records

Student records will be securely stored in electronic form. Any paper documents will be maintained in secured cabinets. Official transcripts will be available with the submission of a transcript request form, filed with the Directors' office.

In general, student information is confidential, and is unavailable without written release from the student, with the exception of certain court order or governmental requirements.

Student Grievances and Complaints

Victory Career College is committed to a policy of fair treatment of its students in their relationship with the administration, faculty, staff, and fellow students. The purpose of this policy is to establish, implement, and operate a student complaint procedure.

Internal Complaints

Information concerning filing of complaints, such as academic dishonesty or academic disputes (grading, progression, program requirements, etc.) is provided through the campus director of education's office.

The student shall file a written complaint with the campus director of education. The complaint must be in writing, signed, and dated by the student filing the complaint, and submitted using an official complaint form which is available in the campus director of education's office.

All complaints will be handled in accordance with written policies of Victory Career College. The original written complaint will be kept by the College in a complaints file which is managed by the office of the Division Director. All aspects of student complaints shall be treated as confidential in accordance with VCC's policies on confidentiality of student records. Notwithstanding this confidentiality requirement, the file on student complaints shall be made available to representatives of the State of California Bureau for Private Postsecondary Education.

External Complaints

Complaints are defined as any student concern regarding school programs, services, or staff not addressed by other school policies. Students have the right to file a complaint with the school at any time. Students are encouraged to first attempt to informally resolve their complaint with the instructor or staff member in the department most directly connected with their complaint. Students who are unable to resolve their complaint informally should submit their complaint in writing to the Director of Education. The DOE will meet with the student to discuss the complaint and provide the student with a written response within seven (7) calendar days of the meeting.

A student or any member of the public may file a complaint about this institution with the Bureau for Postsecondary Education by calling 888.370.7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site: www.bppe.ca.gov

Bureau for Private Postsecondary Education at:
2535 Capitol Oaks Drive, Suite 400 Sacramento
CA 95833
PO Box 980818
West Sacramento, CA 95798-0818
Tel: 916.431.6959
Toll Free: 888.370.7589

Financial Statement

VCC does not have any pending bankruptcy petitions. It is not operating as a debtor in possession. It has never filed for bankruptcy, nor has had a petition in bankruptcy filed against it that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

The College has made every reasonable effort to determine that everything stated in this catalog is accurate. Victory Career College reserves the right to add, amend, or repeal any of its rules, regulations, policies, and procedures. All information including statement of fees, course offerings, and admission and graduation requirements contained in this catalog are subject to change without notice.

The College is not liable for statements made by any employee, advisor, or faculty member made in conflict with the contents of this catalog, nor unintended errors or omissions.

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
PO Box 980818
West Sacramento, CA 95798-0818
Tel: 916.431.6959
Toll Free: 888.370.7589

Graduation Requirements

Graduation Requirements for the Massage Therapy Diploma Program

1. Completion of all modules and required courses must be all passed with 70/100 or GPA 2.0
2. Students shall successfully complete all tests/essays/homework in each of the modules
3. Confirmation that all school loaned materials and equipment have been returned and/or replaced.
4. All financial obligations satisfied, with clearance through the college director's office.
5. In addition student must obtain College Director's signature to petition to grad out of the program including the following:
 - 1) Director of Education, or College Director, or Registrar's review for completion and passing of all modules successfully
 - Faculty/clinic supervisor for clinical hours completed included.
 - 2) Director of Education must receive (for individual career advising) student's resume and business card must be filed, and a "Feedback on campus" survey must be completed.
 - 3) Financial Director or College Director for closing student finance's file.

When all signatures are obtained, a transcript and a VCC diploma are issued to the student.

PROGRAMS

MASSAGE THERAPY - 500 Clock Hours (Full-time and Part-time Classes are available). See schedule.

This comprehensive program prepares students for a career in massage therapy. Upon completion of this program, students will be prepared for standard licensing examinations such as the Federation of State Massage Therapy Board's Massage and Bodywork Licensing Examination (MBLEX), which closely aligns with the coverage requirements of the California Massage Therapy Council for licensing in California.

Various instructional methods will be used as appropriate, including conventional lectures (utilizing the latest presentation technologies), instructional videos, and hands-on, practical lab sessions, all following the goal to empower student with skills needed. Each module has a module-end final examination.

The lecture classes will address Anatomy and Physiology (A&P) and Kinesiology (body movement) Pathology, and Professional Ethics and Business Scope of Practices.

Various massage modalities are introduced. Topics include the following: Swedish massage, deep tissue massage, lymphatic massage, Thai massage, trigger point, sport massage, pregnancy massage, polarity therapy, reflexology, spa treatments. We are adding the MBLEX study and practice as well as practicing taking note (SOAP Charting) prior a client's treatment.

We are proud to offer a clinic to our students in module 107 where they can practice and develop professional communication with clients.

VCC is approved to operate by the California Bureau for Private Postsecondary Education (BPPE)

For most students, the ultimate goal is licensed employment in the massage field after successful completion of the program.

Massage licensing and certification requirements vary depending on location.

A student seeking California massage certification with the California Massage Therapy Council (CAMTC) can find the latest certification requirements at the CAMTC website (www.camtc.org). Students seeking licenses or certification in other jurisdictions should consult the appropriate governing body.

Required Courses

MT 101 A- LEC: Introduction to massage therapy- anatomical terms LAB: Swedish massage, full body sequence supine and prone/ SOAP charting

MT101 B-LEC: Kinesiology/History of MT LAB: Swedish massage full body sequence supine and prone/ MBLEX Introduction

MT102 A- LEC: A&P: Skeletal system - cranial bones LAB: Deep tissue massage and lymphatic massage/SOAP charting

MT102B- LEC: A&P Muscular system - cranial muscles LAB: Deep Tissue massage and Myofascial /SOAP charting

MT103 A- LEC: A&P: Integumentary (skin) system - Eastern/Thai theory LAB: Eastern practice and Thai massage/SOAP charting

MT103 B- LEC: A&P Urinary System - arms and shoulder muscles LAB: Prenatal massage /SOAP charting

MT 104 A-LEC: A&P: Cardiovascular system - back posterior muscles/ sport massage theory LAB: Sport Massage/SOAP charting

MT104 B- LEC: A&P: Lymphatic system- back posterior muscles LAB: trigger Points/SOAP charting

MT 105 A-LEC: A&P: Nervous system- trunk anterior muscles LAB: Reflexology, chair massage, Hot Stones and Scrubs.

MT 105 B- LEC: A&P: Immune system LAB: Energy/ Chakras/ MBLEX practice

MT106 A- LEC: A&P: Respiratory system, plus complete review muscles of body- Computer lab: HIPAA LAB: Integrated

body massage routines / MBLEX Practice if instructor chooses to.

MT106 B LEC: A&P: Digestive system, endocrine system – Computer LAB: Professional ethics, business practices, built a resume, letter of introduction, business laws and massage licensing requirements. Abmp, amta, etc...

MT107- Clinical: Supervised clinic with SOAP or health intake forms, and legal forms practice for each client (client history, personal history, physician approval etc.)

Note: A&P: Anatomy and physiology

PROGRAM TUITION AND FEES

1. Paid in full Option

Paid in full					
Diploma Program	Program Length	Credit Units	Tuition ¹	Study Kits (estimated)	Total (estimated)
Massage therapy *part-time	26 Weeks	50	\$2,700.93	\$299.07	\$3,000.00
Massage therapy *full-time	13 Weeks	50	\$2,700.93	\$299.07	\$3,000.00
effective for diploma program starting May 1, 2012 and after					

*Note: Students paying in full upon enrollment receive a 9.969% tuition discount

2. Payment Plan Option

Payment Plan					
Diploma Program	Program Length	Credit Units	Tuition ¹	Study Kits (estimated)	Total (estimated)
Massage therapy *part-time	26 Weeks	50	\$3,000.00	\$299.07	\$3,299.07
Massage therapy *full-time	13 Weeks	50	\$3,000.00	\$299.07	\$3,299.07
effective for diploma program starting May 1, 2012 and after					

Plan A: Payment plan for full-time and part-time class

The tuition fee excludes the cost of the required books, uniforms, and supplies, which students must possess at the start of instruction. The tuition fee includes a \$7.50 STRF non-refundable fee.

* Initial payment includes a \$250 non-refundable application fee. The fee will not be returned to the applicant if he/she is not accepted by VCC

These items carry an additional cost of \$299.07 (tax included).

1 st Installment (start class)	\$1000** + \$299.07 = \$1,299.07
2nd payment (next month after 1 st payment)	\$1000**
3rd payment (next month after 2nd payment)	\$1000**
4th payment (next month after 3rd payment)	\$200**

Plan B: Payment plan for part-time class (this plan is not available for full-time students)

The initial payment of \$650.00 and the materials cost of \$299.07 (total = \$ 949.07) are due before the start of instruction. Four additional installments of \$650.00 are due every 30 days after the start date. * Initial payment includes a \$250 non-refundable application fee. The fee will not be returned to the applicant if he/she is not accepted by VCC. The tuition fee includes a \$7.50 STRF non-refundable fee.

- 1 st payment (start class) \$650** + \$299.07 = \$949.07*
- 2nd payment (next month after 1 st payment) \$650**
- 3rd payment (next month after 2nd payment) \$650**
- 4th payment (next month after 3rd payment) \$650**
- 5th payment (next month after 4th payment) \$650**

**An installment plan of five payments is available which carry a fee cost of \$250. Students who pay by installments will be subject to a \$50 processing fee per each payment. Payment after three days from due date will be subject to

¹ For both Option: A \$250 non-refundable fee and a \$7.50 STRF non-refundable fee will apply to all students starting school on or after May 01, 2012.

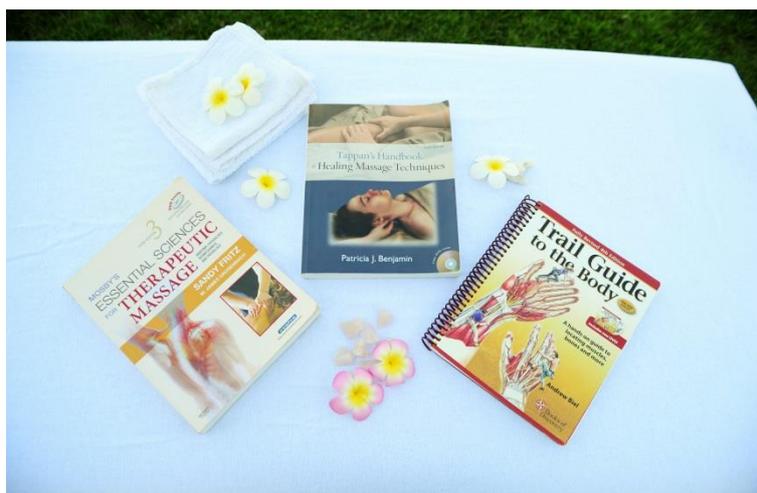
Details of Study Kit: Books, Uniform and Supplies

1. VCC Polo shirt	\$20.00
2. Mosby's Essential Sciences (Elsevier)	\$65.00
3. Trail Guide of the Body (Books of Discovery)	\$70.00
5. Tappan's Handbooks of Healing MT (Pearson)	\$70.00
6. VCC Binder	\$10.00
7. Two (8 ounces) Bottles of Lotion and Oil	\$20.00
8. Linens twin set (1)	<u>\$20.00</u>
Sub Total	\$275.00
Tax (8.75%)	<u>\$24.07</u>
Total	\$299.07



Application Fee

An application fee of \$250 must be submitted with the Application for Admission in order to process the student's acceptance to the college. Should a student decide to cancel their enrollment, this fee is non-refundable. This fee will be refunded if the applicant is not accepted. Applications remain active for one year after the date of submission, but applicants who enroll within this one-year period are responsible for all financial, academic and other policies in effect at the time of their enrollment.





Student Tuition Recovery Fund (STRF)

It is a California state requirement that a student who pays his or her tuition is required to pay a state-imposed assessment for the Student Tuition Recovery Fund, currently \$2.50 per \$1 000 of institutional charges. The purpose of this fund is to ensure students are given proper refunds in the event of a school closure. More information about the fund, including procedures for filing claims, can be found in the California Code of Regulations, Division 7.5 (Private Postsecondary Education). This currently can be found online at: <http://www.bppe.ca.gov/lawsregs/regs.pdf> You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

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

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

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

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Holidays/ Student Breaks 2012-2013		
Holiday/Student Break	Start Date	End Date
Memorial Day	5/28/2012	5/28/2012
Independence Day	7/4/2012	7/4/2012
Labor Day	9/1/2012	9/3/2012
Thanksgiving	11/22/2012	11/25/2012
Christmas Break	12/24/2012	1/1/2013
Martin Luther King	1/21/2013	1/21/2013
Easter Break	4/1/2013	4/1/2013
Memorial Day	5/25/2013	5/27/2013
Independence Day	7/4/2013	7/4/2013
Labor Day	8/31/2013	9/2/2013
Thanksgiving	11/28/2013	12/1/2013
Christmas Break	12/23/2013	1/1/2014



Class Hours

Full time : MassageTherapy 500 Hours (~ 13 weeks)–Monday to Friday
Class hour: 8.00am – 4.30pm (Morning class and afternoon class)

Part time : MassageTherapy 500 Hours (~26 weeks)–Monday to Friday
Class hour: 8.00am – 12pm or 12.30pm – 4.30pm
(Select morning class or afternoon class throughout the program)

Please check on www.victorycareercollege.com for the current class schedule.

Administration and Faculty

Karine Fougoux College Director /CMT Instructor

Karla Fuller Registrar

Randy E Kelley CMT Lead

Thitibhat Sittiwong CMT Instructor

Amy Jones CMT Instructor

Adjunct faculty:

Kara Mirachi/CMT Workshop Leader

CMT at London Olympic 2012

Jeff Simancek/CMT NCBTMB

Provider # 534710 -CMT #773

Dr. Sheetal Narsai CMT Instructor On Call Doctor in Ayurveda

Susan Lengle /CMT NCBTMB Provider (Ayurveda Cranio-sacral, Polarity, Deep tissue, Chair)



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