

Makoto Kai Healing Arts

COURSE CATELOG
August 2012 - March 3, 2013

Revised June 2012

Makoto Kai Healing Arts
443 First Street, Woodland, California 95695
530-662-5662 makotokaihealingarts.com

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- I. The Danzan Ryu Seifukujitsu Institute ("DZRSI") and the American Judo and Jujitsu Federation ("AJJF") reserve all rights to the printed materials presented in the DZRSI portions of this handbook and throughout the course of instruction.

Makoto Kai Healing Arts reserve all rights to the printed materials presented in the MKHA portions of this handbook and throughout the course of instruction.

- II. No reproduction of any kind may be made without the express written consent of the DZRSI or MKHA.
- III. The title "Danzan Ryu Restorative Therapy" may not be used to describe any form of massage or bodywork other than that which is taught by the DZRSI, and then only by those who have been approved by the DZRSI to practice this form of bodywork.

SERVICE MARKS

The AJJF has registered the following names as service marks with the State of California:

Danzan Ryu Restorative Therapy
Japanese Restorative Massage
Danzan Ryu Seifukujitsu Institute
Danzan Ryu Restoration Therapy

The above listed titles may not be used to describe any form of massage or bodywork other than that which is taught by the DZRSI, and then only by those who have been approved by the DZRSI to practice this form of bodywork.

**Makoto Kai Healing Arts Massage Program
Student Handbook**

Table of Contents

PAGE	TITLE
1-2	Background
3	Mission and Objectives
4	Organization and Management Organizational Chart
5	Instructors
6-10	Courses in Danzan Ryu Restorative Therapy Descriptions Admissions Standards Required Textbooks Examinations
11A-11K	School Performance Fact Sheet [THESE PAGES CAN BE FOUND WITH THE "Performance Fact Sheet" LINK]
12A-C, 13-16	Enrollment Agreement
17	Entrance Examination
18	Waiver
19	Attendance
20	Rules of Operation and Conduct Rights and Responsibilities of Students, Instructors and Staff Notice of Student Rights
21	Records Retention
22	Cancellation of Classes
23	Withdrawal from Classes
24	Student Tuition Recovery Fund
25	Student Grievances
26	Additional Student Information Facilities and Equipment Student Services Housing VISA Placement Services No Foreign Language Classes
27	Request for Records
28	School Location and Map
29	Reference List for the Massage Professional
30	Continuing Education Log

**Makoto Kai Healing Arts Massage Program
Student Handbook**

Background

- I. The American Judo & Jujitsu Federation, Inc. (AJJF) is a non-profit corporation and a federation of Danzan Ryu Jujitsu schools, founded in 1958 in the United States.
 - A. Professor Henry Okazaki, the founder of Danzan Ryu Jujitsu, also taught Seifukujitsu, a system of restorative massage, healing and first aid techniques. His massage practice, which is still open and run by his Grandson, Keith Okazaki, is Nikko Sanatorium in Honolulu.
 - B. The AJJF offers the Massage Program as a representation of Professor Okazaki's teachings, as taught by his students to the Standards Committee.
- II. AJJF Massage Program - Danzan Ryu Seifukujitsu Institute
 - A. The Danzan Ryu Seifukujitsu Institute (DZRSI) is a division of the AJJF. It is the administrative body responsible for the instruction and administration of the National Massage Program.
 - B. Danzan Ryu Seifukujitsu Institute Massage Program Standards Committee
 1. The AJJF/ DZRSI Massage Program Standards Committee oversees all DZRSI authorized massage programs.
 2. The members of the Committee are responsible for ensuring that all instructors are qualified and that all goals and standards are being followed and implemented.
 3. At least one member of the standards committee, who is not the school head, will participate in final exams.
 4. Members:
 - a. Chair: Prof. Robert Hudson
 - Administrative Director: Sensei Cynthia Frueh
 - Programs Co-ordinator: Prof. Jane Carr
 - Practical Applications Committee: Prof. Tom Ball, Prof. Robert Hudson
 - History & Theory Committee: Prof. Robert Hudson, Prof. Tom Ryan
 - Anatomy & Physiology Committee: Sensei Cynthia Frueh, Prof. Tom Ball
 - Professional Standards Committee: Sensei Doug Musser, Sensei Cynthia Frueh
 - Law & Legislation Committee: Sensei Tom Ryan, Sensei Doug Musser
 - C. Danzan Ryu Seifukujitsu Institute Records Administrator
 1. The Administrator is responsible for records, finances and other administrative matters of all DZRSI authorized massage programs.
 2. The Administrator operates under the direction of the Standards Committee and reports financial records to the AJJF Manager of Finances.
 3. Current Administrator: Ed Shatzen
 - D. DZRSI Certificate
 1. Upon satisfactory completion of the course, examination results and attendance records will be forwarded to the DZRSI Massage Program Records Administrator.
 2. The graduate will receive a DZRSI certificate.
 3. This DZRSI certificate will be valid for a period of three years.
 - a. After three years, the graduate must present documentation to the Records Administrator with evidence of twenty four hours of continuing education (C.E.) in massage.
 - b. C.E. hours will be approved for classes taught by a qualified instructor.
Examples of subjects are: Massage, Acupressure, T'ai Chi, Chi Gong, etc.
 - c. Documentation should include the instructor's training and a certificate of participation, or equivalent.
 4. If a graduate's certificate has expired, s/he should submit the documented 24 C.E. Hours to receive an updated certificate. The certificate will then be valid for the next 3 three years.
 - E. DZRSI Courses
 1. Module 1 **Massage Technician**
150 Hours Danzan Ryu Restoration Therapy
 2. Module 2 **Massage Practitioner**
150 Hours Danzan Ryu Restoration Therapy
Add Module 1 + Module 2 = 300 Hours

Background (continued)

- F. Authorized teaching of DZRSI massage courses.
 - 1. Only the Massage Standards Committee may grant the title of "DZRSI Instructor".
 - 2. Graduates of DZRSI massage programs are requested by the Standards Committee to not teach Danzan Ryu Restoration Therapy ("DZR-RT", or any of the other names by which it is called).
 - a. Exception: DZRSI graduates who are also AJJF black belts may teach *portions only* of DZR RT, and only to their on-going jujitsu students, as a "Dojo Kata".
- IV. Makoto Kai Healing Arts (MKHA)
 - A. Makoto Kai Healing Arts is a private institution, not a public institution. All MKHA classes are held at 443 1st Street, Woodland, California.
 - B. MKHA is authorized by the DZRSI to offer Module 1 and Module 2 Courses in Danzan Ryu Restoration Therapy. The "Advanced Training" Module is a MKHA course, not associated with the DZRSI.
 - C. The owner/school head of Makoto Kai Healing Arts is Cynthia Frueh, a certified AJJF black belt, Certified DZRSI Massage Instructor and Certified DZRSI School Director
 - D. Cynthia Frueh, founder and school head of Makoto Kai, has been involved with the DZRSI Massage Program since the first course was offered in 1983.
 - E. 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.
 - F. MKHA has no pending, and has never had, bankruptcy petitions filed against it. MKHA has never been a debtor in possession nor ever been reorganized under Chapter 11 of the U.S. Bankruptcy Code.
- V. Bureau for Private Post Secondary Education (BPPE)
 - A. Makoto Kai Healing Arts is an institution approved by the BPPE to operate in California.
 - B. 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 the website is BPPE.ca.gov or at P.O. Box 980818, West Sacramento, CA 95798-0818, or 2535 Capitol Oaks Dr., Suite 400, Sacramento, CA 95833, or phone 1-888-370-7589 or FAX 1-916-263-1895.
 - C. A student or any member of the public may file a complaint about this institution with the BPPE by calling toll free, 1-888-370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site BPPE.ca.gov.
- VI. California Massage Therapy Council (CAMTC.ORG)

To apply to the California Massage Therapy Council to become a Certified Massage Practitioner (250 hours) or Certified Massage Therapist (500 hours), graduates are eligible, through one path, by attending the requisite number or hours at a BPPE Approved school. MKHA is a BPPE approved school and iGraduates of Module 2 (300 hours) and Advanced Training (500 hours) are eligible to apply to the CAMTC.
- VII. Graduates of MKHA courses are eligible to work in the field of "Massage" or "Bodywork" where such work is offered as a vocation, dependent on the number of school hours required and any state or local regulations regarding number of hours of training for that job location.
- VII. The transferability of credits you earn at MKHA is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Module 1, Module 2 or Advanced training is also at the complete discretion of the institution to which you may seek to transfer.

If the certificate that you earn at MKHA is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending MKHA to determine if your certificate will transfer.

**Makoto Kai Healing Arts Massage Program
Student Handbook**

Mission

- I. Makoto Kai Healing Arts was established to teach Danzan Ryu Restoration Therapy.
 - A. MKHA is authorized to teach DZRSI Modules 1 & 2
 - B. MKHA offers an additional course, Advanced Training which is not a DZRSI authorized course. 200 Hours of training. Add Module 1 + Module 2 + Module 3 = 500 Hours
- II. MKHA is open to all qualified persons, whether or not they are in martial arts, but the primary beneficiaries are students of Dan Zan Ryu Jujitsu pursuing a course of study that enhances their jujitsu studies.
 - A. MKHA accepts any qualified student, regardless of race, ethnicity, gender or disability.
- III. Professor Okazaki taught jujitsu and massage to his students, promoting the idea that the fighting spirit should be balanced by the healing spirit. From this tradition, many students of jujitsu have gone on to open jujitsu schools and/or massage businesses.
- IV. Makoto Kai Healing Arts continues a long tradition of passing Professor Okazaki's legacy on to our students. Non-jujitsu students are welcome to participate in courses at MKHA. No martial arts background is required to achieve the full benefit of our courses.
- V. MKHA accepts students of two types:
 - A. Those desiring to learn massage for personal practice on family / friends.
 - B. Those desiring to practice massage as a vocation.

Objectives

- I. MKHA graduates, having successfully completed the coursework and evaluation examinations, both written and practical (massage) are qualified to:
 - A. Perform therapeutic massage on family and friends.
 - B. Be self-employed as a Massage Professional.
 - C. Work for another professional in which the skills are required.
 - D. Graduates of Module 2 (300 hours) are eligible to apply to the California Massage Therapy Council for Certified Massage Practitioner (250 hour tier)
 - E. Graduates of Advanced Training (500 hours) are eligible to apply to the California Massage Therapy Council for Certified Massage Therapist (500 hour tier)

Makoto Kai Healing Arts Massage Program Student Handbook

Organization and Management

- I. Chief Executive Officer - Cynthia Frueh
 Duties: Provide & maintain the physical school facility.
 Evaluation: Student comments in end-of-course evaluation form.
 Experience: Director of Makoto Jujitsu, Massage and Yoga since 1990
 CEO Makoto Kai Healing Arts since 1995
 Manager of all aspects of the businesses including academic and financial.

- II. Chief Operating Officer - Cynthia Frueh
 Duties: Manage school finances
 Evaluation: Quarterly review by CEO of Balance Sheet and Annual Financial Report .
 Experience: Director of Makoto Jujitsu and Yoga since 1990
 COO Makoto Kai Healing Arts since 1995
 Manager of all aspects of the businesses including academic and financial.

- III. Chief Academic Officer - Cynthia Frueh
 Duties: Organize the teaching schedule, hire and supervise instructors
 The number of instructors shall be determined by the size of the student body.
 Each new session that starts, the Budget Calculation shall be applied to assured the tuition income can sustain the instructor wages.
 Approve or deny requests for transfer credit or credit for experiential learning.
 Evaluation: Student comments on the end-of-course evaluation form and examination success.
 Experience: Director of Makoto Jujitsu and Yoga since 1990
 CAO Makoto Kai Healing Arts since 1995
 Manager of all aspects of the businesses including academic and financial.
 Author of the Student Handbook and Chief Instructor since 1995

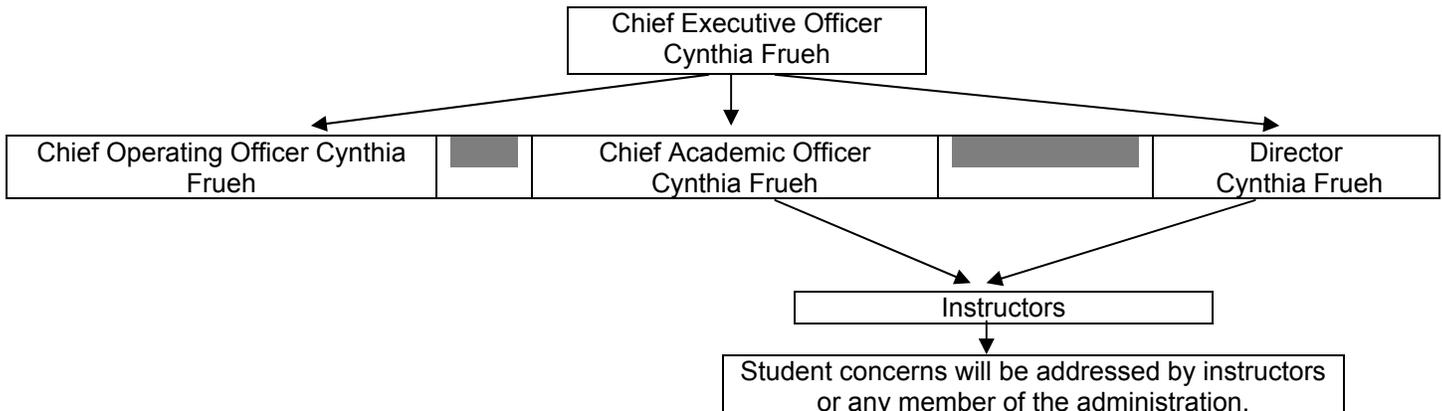
- IV. Director - Cynthia Frueh
 Duties: Manage compliance with the BPPE, advertising, maintenance of school records, annual review of Instructors based observing and on student evaluation and test scores.
 Evaluation: Quarterly review by CEO.
 Experience: Director of Makoto Jujitsu and Yoga since 1990
 Director Makoto Kai Healing Arts since 1995
 Manager of all aspects of the businesses including academic and financial.

- V. Agent for Service of Process - Cynthia Frueh
 27 W. Southwood Dr., Woodland, CA 95695. Telephone: 530-666-4784. Email:
 cynthia@makotokaihealingarts.com

- VII. There is no Governing Board at MKHA.

- VIII. Institution representative for Bureau correspondence and legal transactions - Cynthia Frueh
 27 W. Southwood Dr., Woodland, CA 95695. Telephone: 530-666-4784. Email:
 cynthia@makotokaihealingarts.com

VII. Organizational Chart



**Makoto Kai Healing Arts Massage Program
Student Handbook**

Instructors

Instructors' Duties: Teach the Curriculum, answer Student Questions.

Evaluation: Student comments on the end-of-course evaluation form and examination success.

Qualification: Instructors must demonstrate the skill to teach the subject and have at least 2 years experience either teaching the subject or using the subject in their employment or successful completion of a college level course in the subject.

I. Cynthia Frueh

American Judo and Jujitsu Federation Yodan
DZRSI Certified Massage Therapist and DZRSI Certified Instructor
Instructor of Massage, Business, and Anatomy
Certified Radiologic Technologist
Self-Employed: Certified Massage Therapist

II. Professor Jane Carr

American Judo and Jujitsu Federation Kudan and Professor
Founder Redding Jujitsu Academy
DZRSI Certified Therapist and DZRSI Certified Instructor
Instructor of Massage, Business and Anatomy
Self-Employed: Certified Massage Therapist

III. Leeds Davis

American Judo and Jujitsu Federation Nidan
DZRSI Certified Therapist and DZRSI Certified Instructor
Instructor of Massage, Business and Anatomy
Self-Employed: Certified Massage Practitioner

IV. JoAnn Strang

American Judo and Jujitsu Federation Sandan
Licensed Acupuncturist , Registered Nurse, Certified Acupressurist
DZRSI Certified Therapist and DZRSI Certified Instructor
Instructor of Massage, Business, Anatomy and History and Theory
Self-Employed: Licensed Acupuncturist, Registered Nurse, Certified Massage Technician

V. Jay Callender

American Judo and Jujitsu Federation Black Belt - Nidan
DZRSI Certified Therapist and DZRSI Certified Instructor
Instructor of Massage and History and Theory
Instructor of Massage and History & Theory
Self-Employed: Licensed Acupuncturist, Massage Technician

VI. Terry Tupes

American Judo and Jujitsu Federation Ikkyu
DZRSI Certified Therapist and DZRSI Certified Instructor
Instructor of Massage, Business and Anatomy
Self-employed as Massage Therapist

VII. Delina Fuchs

American Judo and Jujitsu Federation Godan & School Head
DZRSI Certified Instructor of Anatomy
BA Physical Education, Professional Clear Secondary Teaching Credential, Physical Education, MA English. Self-Employed: Certified Massage Practitioner, Certified Acupressure / Shiatsu Therapist
Butte Community College Aikijitsu and Jujitsu Instructor, Musoshinden Ryu Iaido and Jujitsu Instructor

**Makoto Kai Healing Arts Massage Program
Student Handbook**
Course Description and Admissions Standards

**I. 150 Hour Course in Danzan Ryu Restoration Therapy Module 1
An approved DZRSI/AJF Course of DZR RT**

- A. Graduates will attain the status of Massage Technician and will receive an MKHA certificate.
1. Pre-requisites for the 150 Hour Course:
 - a. High School diploma or equivalent. If no diploma is available, the prospective student must pass a commercially available Ability to Benefit Test that demonstrates reading and writing comprehension.
 - b. Successfully pass the MKHA Entrance Examination.
 - c. MKHA does not offer any English as a second language classes.
 2. Advanced Placement - Credit for previous training.
 - a. No credit will be given for correspondence studies (through-the-mail instruction).
 - b. Transcripts from other DZRSI courses will be considered for possible acceptance of credit in lieu of hours at MKHA, up to 100% if it is the same curriculum.
 - c. Non-DZRSI courses are not transferrable.
 - d. Each case will be decided individually by MKHA staff.
 - e. Experiential Credit. There is no charge for students to use this method.
AJF approved Black Belts may have up to 45 hours credited toward their Practical Applications requirements, upon MKHA approval, after demonstrating appropriate level technique at the mid-term evaluation.
 - 1) Procedure to receive any credit:
 - a) Submit a written request with supporting documentation to MKHA staff with your Student Enrollment Agreement, or Registration.
MKHA will forward this to the DZRSI Massage Program Standards Committee.
 - b) Obtain approval by the DZRSI Massage Program Standards Committee.
 - c) Complete a minimum of 75 hours within the current program.
 - d) Pass all four final examinations, as outlined below.
 3. Copies of examination results and all student documents will be retained for 5 years at MKHA.
 4. With permission, a directory with phones and emails of students and instructors will be circulated so that students can form study groups. Instructors are available for private consultation during by phone or email between class times.

Efforts are made to help students with their studies to prepare them to successfully complete the course.

- B. Upon completion of the 150 Hour Course, the graduate will be qualified to:
1. Perform therapeutic massage on family / friends.
 2. Be self-employed as a Massage Technician, pursuant to local regulations in the city in which the graduate intends to practice.
 3. Work for another professional in which the skills of therapeutic massage are applied.
 4. Take the AJF/DZRSI National Massage Certification Examination.
 5. The California Massage Therapy Council certifies Massage Practitioners starting at the level of 250 hours of education. Massage Technician (150 hours) graduates of Makoto Kai are not qualified to apply to the CAMTC for certification
- C. The 150 hours will be broken down as follows:
25 Hours - Human Anatomy and Physiology
25 Hours - History and Theory - Fundamentals of Traditional Oriental Medical Theory
10 Hours - Professional Standards - Business, Ethics, Law
90 Hours - Practical Applications (Massage)
Includes 15 hours - Contraindications, Health and Hygiene
- D. The course will be offered on 8 weekends over 6-8 months.
No classes are scheduled on any national, state or widely observed religious holidays
Saturdays 9:00 AM – 9:00 PM Sundays 8:00 AM - 5:30 PM One Friday 6:00pm - 10:00pm
- E. Required textbooks - students will purchase at a bookstore of their choosing:
- Anatomy Coloring Book - 3rd Edition
 - The Complete Illustrated Guide to Chinese Medicine or The Fundamentals of Chinese Medicine

Makoto Kai Healing Arts Massage Program

Student Handbook Course Descriptions (Module 1, continued)

- F. MKHA will supply each student, at no charge beyond usual tuition, with a Student Manual. The Student Manual will include:
1. Notes on the practical application of DZR-RT.
 2. A study guide for Anatomy and Physiology.
 3. A study guide for History and Theory - Fundamentals of Traditional Oriental Medical Theory.
 4. Informational notes on Professional Standards - Business, Ethics, Law.
- G. Examinations will be conducted on the last weekend
(See section "G" in Module 2 Description for examination requirements.)
- H. During lectures, instructors will lecture, answer questions and lead discussions.
During massage practice time, instructors will supervise while the students practice on each other.
- I. Students must not receive compensation for any massages they give while enrolled in Module 1.
- J. Graduates are neither qualified nor authorized to teach Danzan Ryu Restoration Therapy in its entirety.
1. The DZRSI Massage Standards Committee may grant the title of "DZRSI Instructor" after fulfillment of the requirements for Instructors and acceptance by the committee and the school.
 2. Graduates of DZRSI massage programs are requested by the Standards Committee to not teach DZR-RT (or any of the other names by which it is called).
 - a. Exception: AJJF DZR-RT graduates who are also AJJF black belts may teach *portions* of it, and only to their on-going jujitsu students, as a "Dojo Kata".
- K. All classes and materials at MKHA are in English only.

II. 150 Hour Course in Danzan Ryu Restoration Therapy Module 2 An approved DZRSI/AJJF Course

- A. Graduates will attain the status of Massage Practitioner and will receive a Makoto Kai Healing Arts certificate.
1. Pre-requisites for Module 2: Successful completion of Module 1.
 2. Advanced Placement
 - a. Transcripts from other DZRSI courses may be submitted for credit in lieu of hours of attendance at MKHA. Each case will be decided individually by MKHA staff, up to 100% if it is the same curriculum.
 - b. Non-DZRSI courses are not transferrable.
 3. No Experiential Learning is accepted as credit or hours for Module 2.
There are no challenge examinations accepted at MKHA. Non-DZRSI courses are not transferrable.
 4. MKHA does not offer any English as a second language classes.
- B. Upon completion of Module 2, the graduate will be qualified to:
1. Perform therapeutic massage on family / friends.
 2. Be self-employed as a Massage Practitioner, pursuant to local regulations in the city in which they intend to work.
 - a. Prospective students will be advised to check on their local regulations.
 3. Work for another professional in which the skills of therapeutic massage are applied.
 4. Take the AJJF/DZRSI National Massage Certification Examination.
 5. The California Massage Therapy Council certifies Massage Practitioners starting at the level of 250 hours of education at a state-approved school. Massage Practitioner (300 hours) graduates of Makoto Kai are qualified to apply to the CAMTC for certification.
- C. The 150 hours will be broken down as follows:
- 95 Hours - Practical Applications of Massage - Advanced DZR-RT Techniques
Includes 20 hours - Contraindications, Health and Hygiene
 - 25 Hours - Human Anatomy and Physiology
 - 25 Hours - History and Theory - Fundamentals of Traditional Oriental Medical Theory
 - 5 Hours - Professional Standards - Business, Ethics, Law

**Makoto Kai Healing Arts Massage Program
Student Handbook**

Course Descriptions (continued)

- D. The course will be offered on 8 weekends over 6-8 months.
No classes are scheduled on any national, state or widely observed religious holidays.
Saturdays 9:00 AM – 10:00 PM Sundays 8:00 AM - 5:00 PM One Friday 6:00pm - 10:00pm
- E. Required textbooks - students will purchase at a bookstore of their choosing:
- Anatomy Coloring Book - 3rd Edition
 - Trail Guide to the Body, 3rd Edition by Andrew Biel
 - The Complete Illustrated Guide to Chinese Medicine or The Fundamentals of Chinese Medicine.
- F. MKHA will supply each student, at no charge beyond usual tuition, with a Student Manual.
The Student Manual will include:
1. Notes on the practical application of DZR-RT.
 2. Notes on the advanced techniques of practical application of DZR-RT.
 3. A study guide for Anatomy and Physiology.
 4. A study guide for History and Theory - Fundamentals of Traditional Oriental Medical Theory.
 5. Informational notes on Professional Standards - Business, Ethics, Law.
- G. Examinations will be conducted on the last weekend.
1. A *minimum overall average percentage* of 75% must be attained, and a minimum of 70% grade must be achieved individually on the written final exams for:
 - Professional Standards
 - History and Theory - Fundamentals of Traditional Oriental Medicine
 - Human Anatomy and Physiology
 2. 80% grade must be achieved on a practical final examination, in which the student demonstrates their massage technique.
 3. Oral Examinations on History & Theory, and Anatomy & Physiology will be Pass/Fail.
 4. Example #1:

Professional Standards	80%	pass
History and Theory	70%	pass
Human Anatomy and Physiology	75%	pass
Average	75%	= pass
 5. Example #2

Professional Standards	90%	pass
History and Theory	65%	fail
Human Anatomy and Physiology	75%	pass
Average	Not relevant because less than 70% on H&T	
 6. Example #3

Professional Standards	85%	pass
History and Theory	70%	pass
Human Anatomy and Physiology	70%	pass
Average	75%	= pass
- H. During lectures, instructors will lecture, answer questions and lead discussions.
During massage practice time, instructors will supervise while the students practice on each other.
- I. All classes and materials at MKHA are in English only.

**Makoto Kai Healing Arts Massage Program
Student Handbook**

Course Descriptions (continued)

III. Advanced Training 200 Hour Course

This module is a Makoto Kai Healing Arts course, not a DZRSI/AJJF course.

- A. Graduates will attain the status of Massage Therapist and will receive a certificate from Makoto Kai Healing Arts.
1. Pre-requisites for the 200 Hour Course
 - a. Successful completion of Module 1 and Module 2.
 2. Advanced Placement
 - a. Transcripts from other DZRSI courses may be submitted for credit in lieu of hours of attendance at MKHA. Each case will be decided individually by MKHA staff, up to 100% if it is the same curriculum.
 - b. Non-DZRSI courses are not transferrable.
 3. No Experiential Learning is accepted as credit or hours for Module 2
There are no challenge examinations accepted at MKHA. Non-DZRSI courses are not transferrable.
 4. MKHA does not offer any English as a second language classes
- B. Upon completion of the 200 Hour Course, the graduate will be qualified to:
1. Perform DZR RT therapeutic massage on family / friends.
 2. Be self-employed as a Certified Massage Therapist, pursuant to local regulations in the city in which they intend to work.
 3. Work for another professional in which the skills of therapeutic massage are applied.
 4. The California Massage Therapy Council certifies Massage Therapists at the level of 500 hours of education at a state-approved school. Massage Therapist (500 hours) graduates of Makoto Kai are qualified to apply to the CAMTC for certification.
- C. The 200 hours will be broken down as follows:
150 Hours - Practical Applications (Massage)
Includes 50 Hours Clinical Training
25 Hours - Human Anatomy and Physiology
Review of Modules 1&2
25 Hours - History and Theory - Fundamentals of Traditional Oriental Medical Theory
Review of Modules 1&2
- D. The course will be offered on 11 weekends over 9-15 months.
No classes are scheduled on any national, state or widely observed religious holidays.
Saturdays 9:00 AM – 10:00 PM Sundays 8:00 AM - 5:00 PM
- E. Required textbooks - students will purchase at a bookstore of their choosing:
- Anatomy Coloring Book - 3rd Edition
 - Trail Guide to the Body, 3rd Edition by Andrew Biel
 - The Complete Illustrated Guide to Chinese Medicine
- or*
- The Fundamentals of Chinese Medicine
- F. Each student will receive, at no charge beyond usual tuition, a Student Manual.
The Student Manual will include:
1. Notes on the practical application of Danzan Ryu Restorative Therapy
 2. A study guide for Anatomy and Physiology
 3. A study guide for History and Theory - Fundamentals of Traditional Oriental Medical Theory
 4. Informational notes on Professional Standards - Business, Ethics, Law

**Makoto Kai Healing Arts Massage Program
Student Handbook**

Course Descriptions (*Advanced Training, continued*)

- G. Examinations will be conducted.
An 80% grade must be achieved on a practical (massage) evaluation, in which the student demonstrates their massage and treatment techniques.

- H. During lectures, instructors will lecture, answer questions and lead discussions.
During massage practice time, instructors will supervise while the students practice on each other.

- I. All classes and materials at MKHA are in English only.

MAKOTO KAI HEALING ARTS
Performance Fact Sheet

On the Makoto Kai website, open the link to “Performance Fact Sheet”

Makoto Kai Healing Arts Enrollment Application and Agreement

rev:12/12

School Name & Location: Makoto Kai Healing Arts, 443 First Street, Woodland, CA 95695

Student Name: _____ Birthdate: _____
Print clearly, as you would like your name to appear on your certificate Optional: Gender _____ Ethnicity _____

Student Mailing Address: #/street _____ city _____ state _____ zip _____

Student Home Address: #/street _____ city _____ state _____ zip _____

Student Phone: _____ E-Mail _____

1. COURSE TITLE Module 1 Danzan Ryu Restorative Therapy 2. Total Number hours to be completed: 150 Hours
Start Date August 25, 2012 Scheduled Completion Date March 3, 2013
Upon your successful completion of the course you will receive a certificate.

3. TOTAL EXPENSES Each of the 3 programs is a separate tuition and is the same amount for each program.
The student is responsible for the following fees, and these are the complete charges for the course:

4. Registration	\$ <u>75.00</u>	Non-Refundable	CHECKS PAYABLE TO "Makoto Kai"
Balance of Fees	\$ <u>1,162.50</u>	Includes the following non-refundable fees: \$200 DZRSI Fees and \$100 for the MKHA Student Handbook	
AJFF Membership	\$ <u>60.00</u>	Non-Refundable	
Fee to transfer credits	\$ <u>00.00</u>		
STRF	\$ <u>2.50</u>	Non-Refundable	

TOTAL CHARGES \$ 1,300.00 Subject to change without notice.

5. SCHEDULE OF PAYMENTS TOTAL AMOUNT DUE BY THE FIRST CLASS:
PRE-REGISTRATION \$ 75 + BALANCE \$1,225. PAY THE FULL AMOUNT AT THE FIRST CLASS OR DIVIDE \$1,225 INTO 3 MONTHLY PAYMENTS OF \$408.33 . THERE ARE NO ADDITIONAL FEES OR INTEREST.

Payments are due at the start of class each month for the first 3 months of the course.

6. Makoto Kai will supply massage tables, or students may bring their own massage table.
7. There is no charge for use of the massage tables while in class.

8. Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing this agreement.

"I certify that I have received the catalog, including the School Performance Fact Sheet describing completion rates, placement rates, license examination passage rates, and salary or wage information, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet." Initials _____

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798-0818, phone 1-888-370-7589 or FAX 916-263-1895. The website is [BPPE.ca.gov](http://www.bppe.ca.gov)

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (800) 1-888-370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site http://www.bppe.ca.gov/forms_pubs/complaint.pdf

THIS AGREEMENT IS NOT BINDING UNLESS SIGNED BY THE STUDENT

"I understand that this is a legally binding contract when signed by me and accepted by MKHA. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, have received and understand the catalog including a description of the course and school performance, and that the institution's cancellation and refund policies have been clearly explained to me."

Signature of Student (at time of first visit) Date of Visit _____

Signature of School Official (at time of first visit) Date of Visit _____

Be sure to read all 4 pages of this Agreement. It is part of your contract with Makoto Kai Healing Arts.

Makoto Kai Healing Arts Enrollment Application and Agreement

rev:12/12

School Name & Location: Makoto Kai Healing Arts, 443 First Street, Woodland, CA 95695

Student Name: _____ Birthdate: _____
Print clearly, as you would like your name to appear on your certificate Optional: Gender _____ Ethnicity _____

Student Mailing Address: #/street _____ city _____ state _____ zip _____

Student Home Address: #/street _____ city _____ state _____ zip _____

Student Phone: _____ E-Mail _____

1. COURSE TITLE Module 2 Danzan Ryu Restorative Therapy 2. Total Number hours to be completed: 150 Hours
 Start Date August 25, 2012 Scheduled Completion Date March 3, 2013
 Upon your successful completion of the course you will receive a certificate.

3. TOTAL EXPENSES Each of the 3 programs is a separate tuition and is the same amount for each program. The student is responsible for the following fees, and these are the complete charges for the course:

4. Registration	\$ <u>75.00</u>	Non-Refundable	CHECKS PAYABLE TO "Makoto Kai"
Balance of Fees	\$ <u>1,162.50</u>	Includes the following non-refundable fees:	
		\$200 DZRSI Fees and \$100 for the MKHA Student Handbook	
AJJF Membership	\$ <u>60.00</u>	Non-Refundable	
Fee to transfer credits	\$ <u>00.00</u>		
STRF	\$ <u>2.50</u>	Non-Refundable	

TOTAL CHARGES \$ 1,300.00 Subject to change without notice.

5. SCHEDULE OF PAYMENTS TOTAL AMOUNT DUE BY THE FIRST CLASS:
PRE-REGISTRATION \$ 75 + BALANCE \$1,225. PAY THE FULL AMOUNT AT THE FIRST CLASS OR DIVIDE \$1,225 INTO 3 MONTHLY PAYMENTS OF \$408.33. THERE ARE NO ADDITIONAL FEES OR INTEREST.

Payments are due at the start of class each month for the first 3 months of the course.

- 6. Makoto Kai will supply massage tables, or students may bring their own massage table.
- 7. There is no charge for use of the massage tables while in class.
- 8. Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing this agreement.

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A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (800) 1-888-370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site http://www.bppe.ca.gov/forms_pubs/complaint.pdf

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_____ Signature of Student (at time of first visit)	_____ Date of Visit
_____ Signature of School Official (at time of first visit)	_____ Date of Visit

Be sure to read all 4 pages of this Agreement. It is part of your contract with Makoto Kai Healing Arts.

Makoto Kai Healing Arts Enrollment Application and Agreement

rev:12/12

School Name & Location: Makoto Kai Healing Arts, 443 First Street, Woodland, CA 95695

Student Name: _____ Birthdate: _____
Print clearly, as you would like your name to appear on your certificate Optional: Gender _____ Ethnicity _____

Student Mailing Address: #/street _____ city _____ state _____ zip _____

Student Home Address: #/street _____ city _____ state _____ zip _____

Student Phone: _____ E-Mail _____

1. COURSE TITLE Advanced Training 2. Total Number hours to be completed: 200 Hours

Start Date August 25, 2012 Scheduled Completion Date October, 2014

Upon your successful completion of the course you will receive a certificate.

3. TOTAL EXPENSES Each of the 3 programs is a separate tuition and is the same amount for each program. The student is responsible for the following fees, and these are the complete charges for the course:

- 4. Registration \$ 75.00 Non-Refundable CHECKS PAYABLE TO "Makoto Kai"
- Balance of Fees \$ 1,162.50 Includes the following non-refundable fees:
\$200 DZRSI Fees and \$100 for the MKHA Student Handbook
- AJF Membership \$ 60.00 Non-Refundable
- Fee to transfer credits \$ 00.00
- STRF \$ 2.50 Non-Refundable.

TOTAL CHARGES \$ 1,300.00 Subject to change without notice.

5. SCHEDULE OF PAYMENTS TOTAL AMOUNT DUE BY THE FIRST CLASS:

PRE-REGISTRATION \$ 75 + BALANCE \$1,225. PAY THE FULL AMOUNT AT THE FIRST CLASS OR DIVIDE \$1,225 INTO 3 MONTHLY PAYMENTS OF \$408.33 . THERE ARE NO ADDITIONAL FEES OR INTEREST.

Payments are due at the start of class each month for the first 3 months of the course.

6. Makoto Kai will supply massage tables, or students may bring their own massage table.

7. There is no charge for use of the massage tables while in class.

8. Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing this agreement. Initials _____

"I certify that I have received the catalog, including the School Performance Fact Sheet describing completion rates, placement rates, license examination passage rates, and salary or wage information included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet." Initials _____

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798-0818, or the website BPPE.ca.gov or or phone 1-888-370-7589 or FAX 916-263-1895.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (800) 1-888-370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site http://www.bppe.ca.gov/forms_pubs/complaint.pdf

THIS AGREEMENT IS NOT BINDING UNLESS SIGNED BY THE STUDENT

"I understand that this is a legally binding contract when signed by me and accepted by MKHA. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, have received and understand the catalog including a description of the course and school performance, and that the institution's cancellation and refund policies have been clearly explained to me."

_____ Signature of Student (at time of first visit)	_____ Date of Visit
_____ Signature of School Official (at time of first visit)	_____ Date of Visit

Be sure to read all 4 pages of this Agreement. It is part of your contract with Makoto Kai Healing Arts.

9. Makoto Kai Healing Arts does not qualify for students to receive federal or state student financial aid funds.

10. STUDENT'S RIGHT TO CANCEL

a. You have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

If you cancel, any payment you have made is refundable, less \$75.00 registration and \$60 AJJF membership and \$2.50 STRF. Bring in, or mail by USPS, the Notice of Cancellation to Makoto Kai, 443 1st St., Woodland, CA 95695. If mailed, the written notice is effective on the date of postmark, as long as it is properly addressed and with postage prepaid. The refund amount is \$1162.50.

b. The written notice is effective if it shows that you no longer wish to be bound by this Agreement. You will be given 2 Notice of Cancellation forms on first day of class, but may use any written notice that you wish to use.

c. The Makoto Kai Healing Arts Student Handbook must be returned to the school within 10 days of the date of the cancellation of the Agreement. If the Handbook is not received within the 10 days, MKHA will deduct \$100.00 from the refund of tuition that may be due to you, and you may keep the Handbook.

11. WITHDRAWAL FROM COURSE AGREEMENT.

a. If you withdraw from the course after the period allowed for in the STUDENT'S RIGHT TO CANCEL, you may have a right to a refund. You are obligated to pay only for educational services rendered.

b. A Notice of Withdrawal must be submitted, in writing to MKHA, within 60 days of last class attended. Mail or deliver a signed and dated copy of the Notice of Withdrawal from the Course Catalog, or any other written notice, to: Makoto Kai Healing Arts 443 First Street Woodland, CA 95695. Sign the Notice to Withdraw after writing the following statement: "I hereby withdraw from classes at Makoto Kai Healing Arts."

c. If a student withdraws from a course of instruction more than 5 business days after the first class day, MKHA will remit a refund as described below, within 30 days following receipt of the notice of the student's withdrawal. AJJF Membership, any Insurance fees and Pre-Registration are non-refundable. Withdrawal date will be the day after the last class attended. Bring, or mail by USPS, to MKHA 443 1st St., Woodland CA 95695, the Withdrawal from Classes Notice in the Course Catalog.

12. MKHA Refund Policy for Module 1, Module 2 and Advanced Training

a. Calculation of refund. From total fees paid, MKHA will deduct \$435 for the following non-refundable items:
\$75 Registration + \$100 Handbook + \$60 AJJF membership + \$197.50 DZRSI + \$2.50STRF = \$435
For the amount remaining, multiply by the following fraction: $\frac{\# \text{ Hours paid for but not received}}{\text{Total \# Hours paid for}}$

b. Hypothetical Refund Amounts

If the fees are \$1,300 then deduct \$435 = \$865 then see list below:

Withdrawal after 1st Weekend,	131 Hours not received.	Refund = \$752.55 (87%)
Withdrawal after 2nd Weekend,	112 Hours not received.	Refund = \$648.75 (75%)
Withdrawal after 3rd Weekend,	93 Hours not received.	Refund = \$536.30 (62%)
Withdrawal after 4th Weekend,	74 Hours not received.	Refund = \$423.85 (49%)
Withdrawal after 60% of Course,	60 Hours not received.	Refund = Zero

c. If the amount of the money the student still owes to MKHA for the course is greater than the amount of the refund, then the student is responsible to pay the difference due. If the amount of money the student owes is less than the amount of the refund then MKHA will pay the student the difference within 30 days.

d. For the purpose of determining the amount you owe, or the amount MKHA owes to you as refund, you shall be deemed to have withdrawn from the course when any of the following occurs.

- (1) You notify the school in writing that you are withdrawing. The date of withdrawal will be the day after the last class you attended.
- (2) The school terminates your enrollment.

e. If the school cancels the course before classes begin, the school will make a full refund of all charges.

13. If a student obtains a loan to pay for a program, the student is responsible for repaying the full amount of the loan plus any interest and fees, less the amount of any refund.

14. The total charges to MKHA for this DZR RT Module 1, Module 2 or A.T. course are \$1,300. You are responsible for the amount. If you get a student loan, you are responsible for repaying the loan amount plus any interest.

NOTICE Any holder of this consumer credit contract is subject to all claims and defense which the debtor could assert against the seller of goods or services obtained pursuant hereto or with proceeds hereof. Recovery hereunder by the debtor shall not exceed the amounts paid by the debtor hereunder. Any controversy or claim arising out of or relating to this Agreement, or breach thereof, no matter how pleaded or styled, shall be settled by arbitration in accordance with the Commercial Rules of the American Arbitration Association, and judgment upon the award rendered by the Arbitrator may be entered in any court having jurisdiction.

15. If a student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. If a student defaults on a federal or state loan, both the following may occur:

- a. The federal or state government or a loan guarantee agency may take action against the student, including garnishing an income tax refund; and
- b. The student may not be eligible for any other government financial assistance at another institution until the loan is repaid.

16. **STRF**: \$2.50 of your registration fee goes into a state fund that repays students if a vocational education institute closes before your course of instruction is complete.

a. You must pay state-imposed fee for 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.

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

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

c. The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational 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:

- 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 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.
- 5) An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

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

Be sure to read all 5 pages of this Agreement. It is part of your contract with Makoto Kai Healing Arts.

17. Prospective students may submit transcripts from other DZRSI courses for possible acceptance of credit in lieu of hours of attendance at MKHA (Advanced Placement). Each case will be decided individually by MKHA staff, up to 100% if it is the same curriculum. Each case will be decided individually by MKHA staff. There is no charge for transferring credits. (See page 6 of the Course Catalog for details.)

18. NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

19. Prospective students must submit a copy of their High School diploma, or equivalent education.

20. Students must be able to read and write in English to attend MKHA courses. No course materials will be offered in any language other than English. If a prospective student cannot read the enrollment agreement, a copy will be offered in his or her primary language.

21. There is no Distance Learning offered at MKHA.

Be sure to read all 5 pages of this Agreement. It is part of your contract with Makoto Kai Healing Arts.

NOTICES There are no state licensing or certification examinations for massage in California.
 Makoto Kai makes no promise as to the starting salary or wages for massage employment.
 Makoto Kai does not offer placement assistance.

School Performance Fact Sheet - Module 1:

Session	# Students Enrolled		# Students that Completed Hours	Percentage Students that Completed Hours and Passed Exams (Graduates)
2008-09	11	0 incomplete	11	100%
2009-2010	11	1 incomplete	10	100%
2010-2011	6	2 incomplete	4	100%

Completion of Placement* - Module 1

Session	# Enrolled	Percentage Employed in massage**	Income
2008-2009	11	= 19% (2 of 7 respondents)	\$10,000 - \$15,000
2009-2010	11	= 36% (4 of 11 respondents)	\$10,000 - \$15,000
2010-2011	6	= 0% (of respondents)	-

School Performance Fact Sheet - Module 2:

Session	# Students Enrolled		# Students that Completed Hours	Percentage Students that Completed Hours and Passed Exams (Graduates)
2008-2009	3	0 incomplete	3	100%
2009-2010	5	1 incomplete	4	100%
2010-2011	2	1 incomplete	1	100%

Completion of Placement* - Module 2

Session	# Enrolled	Percentage Employed in massage**	Income
2008-2009	3	0	-
2009-2010	5	20%	Less than \$5,000
2010-2011	3	33%	\$10,000 - \$15,000

School Performance Fact Sheet - Advanced Training:

Session	# Students Enrolled		# Students that Completed Hours	Percentage Students that Completed Hours and Passed Exams (Graduates)
2009-2010	2		2	100%
2010-2011	3		3	100%

Completion of Placement* - Advanced Training

Session	# Enrolled	Percentage Employed in massage**	Wages
2009-2010	2	100%	Not provided
2010-2011	3	33%	\$10,000

* Completion of Placement was determined by contacting graduates and asking them to respond.

** If MKHA did not receive a response from graduates, they are counted as "not employed"

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"I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, salary or wage information, the most recent three-year cohort default rate, if applicable, included in the School Performance Fact Sheet, and have signed, initialed and the the information provided in the School Performance Fact Sheet."

Print Name _____ Signature _____ Date _____

Be sure to read all 5 pages of this Agreement. It is part of your contract with Makoto Kai Healing Arts.

**MAKOTO KAI HEALING ARTS
THIS IS A WAIVER AND RELEASE OF LIABILITY**

After reading, initial each paragraph, indicating you have read and understand the paragraph, then sign your name at the bottom.

I agree not to teach any of the techniques I learn at MAKOTO KAI without permission of the teachers at Makoto Kai. _____(initials)

I understand that the arts and techniques I will be learning and practicing at Makoto Kai can injure me. It is possible that by practicing at Makoto Kai that I could be seriously, even permanently, injured. I further acknowledge that there may be risks involved in studies at Makoto Kai that may not be known to me, or risks not reasonably foreseeable at this time. I assume those risks and accept personal responsibility for the damages following such injury. _____(initials)

I am aware that practicing at Makoto Kai will make significant physical, mental and emotional demands on me as a student. I understand that I am responsible for consulting with a physician or other appropriate professional regarding my capability to participate in classes at Makoto Kai. _____(initials)

I understand the importance of the following guidelines while practicing physical activities, and agree to:
listen to and follow instructions
ask for clarification if unsure how to perform a movement
discuss with my instructor any medical condition that may contraindicate giving or receiving massage
_____ (initials)

I agree to inform the teacher if I am taking any prescription or non-prescription medication while attending class at Makoto Kai. I understand that attending class at Makoto Kai while under the influence of illegal drugs or alcohol is strictly forbidden. _____(initials)

I, (print name) _____, intending to be legally bound, assume full responsibility for any bodily harm, personal injury or emotional distress that may occur as a result of practicing at Makoto Kai or as a result of using the knowledge learned at Makoto Kai when away from Makoto Kai. In consideration of my being accepted as a student at Makoto Kai, I hold harmless Makoto Kai, Cynthia Frueh, all teacher, students at Makoto Kai and Brenda Arteché for any and all injuries I may experience as a result of attending class and/or practicing at Makoto Kai, participating in any activity sponsored by Makoto Kai, or as a result of using the knowledge learned at Makoto Kai.
_____ (initials)

I, (print name) _____, intending to be legally bound, hereby for myself, my heirs, executors and administrators, waive and release any and all rights and claims I may have now, or ever have against Makoto Kai, instructors and students, and Brenda Arteché for any and all injuries suffered by me directly or indirectly as a result of traveling to and from , attending, participating in classes or seminars.
_____ (initials)

Reprinted from the AJJF Membership Application

"In consideration of this membership, I agree for myself, my heirs, successors and assigns to waive and release all liability not file any lawsuit or any other action, and to indemnify and hold harmless the American Judo & Jujitsu Fed directors, professors, officers, employees, committee members, instructors, members, affiliated dojos or schools for any injury or other legal cause of action arising out of the study or practice of Danzan Ryu Jujitsu or any activity taught practiced or conducted in connection with my membership in the AJJF. This waiver, release and indemnity includes, but is not limited to injuries or any other legal cause of action occurring in classes, demonstrations, competitions or otherwise, and I waive and release any and all claims or rights that I may have in any jurisdiction for any liability arising out of any legal cause of action including but not limited to, any liability from negligence and agree to indemnify and hold harmless the parties listed in the prior sentence. I understand that the study and practice of martial arts in general, and Jujitsu in particular is an inherently dangerous activity and may lead to serious and permanent physical injury and/or death. Intending to be legally bound by my signature below, I acknowledge the above and for all time knowingly and voluntarily assume any and all risks associated with the study and practice of Danzan Ryu Jujitsu or any martial art. The AJJF BOP reserves the right to suspend any individual or school membership at any time. I have read this waiver. I agree to adhere to the rules and standards of the AJJF. I further understand that only AJJF-sanctioned classes and events are covered by the AJJF group Insurance."

"I have read, understand and agree to the content of this Waiver, Release and Disclosure for practicing at Makoto Kai."

Student Signature **(This is a waiver and release of liability)**

Date

Witness Signature

Date

**Makoto Kai Healing Arts Massage Program
Student Handbook**

Makoto Kai Healing Arts Attendance Policy

- I. Attendance at all hours of the Course is required for successful completion of the course, with the following exceptions:
 - A. If you miss Practical (Hands-on massage) hours, you must arrange with one of the instructors to make up the time.
 1. Students may attend subsequent courses to make up missed practical hours. There is a charge of \$50 per weekend for the extra classes plus insurance and membership, as needed.
 - B. If you miss lecture hours, you must arrange with the instructor of that section to do extra assignments.
 - C. Students will usually not be accepted for the 150 Hour Course if they miss the first weekend.
 - D. You must sign the attendance sheet each time class starts - at the beginning of the day and after each break.
- II. Tardiness - MKHA classes will start as close to the scheduled time as possible.
 - A. The attendance sheet will be put away 10 minutes after the start of class. If you arrive too late to sign in, you will lose 1 hour off that section.
- III. Withdrawing from the course
 - A. Enclosed is a "Notice of Cancellation" form and a "Withdrawal from Classes Policy" form. If you want to drop out of the course and desire a refund, consult these two forms.
- IV. Leave of Absence
 - A. If you know you will not be in class, please notify an instructor or MKHA staff. They will help you arrange to make up the missed hours and lectures.
 - B. If you miss 2 full weekends, you may continue with the course to log hours, but will not be eligible to receive a certificate during the session. Attendance at a weekend or more of a subsequent course can satisfy the requirement for missing time.
- V. The total hours and exams must be completed within 2 years. If the student requests an extension, each successive year's delay will result in a credit of only 70% of the hours completed, cumulative. After 5 years, no credit will be granted, nor previous exam scores be accepted.

<u>Example of Hours Credited</u>	
Years After Enrollment	% of Hours Credited
0 - 2	100 %
2 - 3	70 %
3 - 4	50 %
4 - 5	35 %
5 +	0 %

Student Handbook

Makoto Kai Healing Arts Rules of Operation and Rights and Responsibilities of Students, Instructors and Staff

- I. MKHA endeavors to start all classes on time. Students, instructors and staff are expected to be ready to start on time.
 - A. The attendance/sign-in sheet will be put away 10 minutes after the start of class.
 - B. If a student arrives too late to sign in, the student will lose 1 hour off that section.
- II. Students, Instructors and Staff of MKHA are expected to treat each other with respect and fairly.
- III. Students, Instructors and Staff of MKHA should expect to be treated by each other with respect and fairly.
- IV. Students should expect to be treated equally, without favoritism.
- V. MKHA staff must never ask any student for access to their social media.
- VI. A person who is to receive a massage may decline to accept a massage at any time. At no time will any Student, Instructor, or Staff of MKHA apply massage to any individual who does not desire to receive the massage.
- VII. Dismissal of a student, or an instructor, from the Program may be enforced for any of, but not limited to, the following reasons only after a thorough review by Makoto Kai Healing Arts Staff.
 - A. Unsatisfactory attendance.
 - B. Failure to uphold the high ethical and moral standards as presented in the AJJF Code of Ethics.
 - C. Being a safety hazard to others.
 - D. Possession and / or use of alcohol or drugs during class.
 - E. Failure to maintain AJJF membership.
 - F. Failure to demonstrate loyalty to Danzan Ryu Restorative Massage.
- VIII. Probation
 - A. A student may re-apply after dismissal by meeting with the Chief Academic Officer and asking for assessment to rejoin the program.
 - B. If re-entry is granted, another assessment will be done by the Chief Academic Officer and the Director after each day of attendance to determine if there is any cause for dismissal under the guidelines set forth in "VI" above.
 - C. The reassessment period of probation will continue for the remainder of the scheduled calendar year.
- IX. If coursework is incomplete or tuition is not fully paid, Certificate and/or transcript will not be issued.
- X. Leave of Absence.
 - A. Students may suspend their program by requesting a Leave of Absence. Students can rejoin the course at any time, or attend a subsequent course, subject to guidelines set forth in the Attendance Policy on page 18 of this catalog, showing the percentage of hours credited over time.

Notice of Student Rights

- I. You may cancel your contract for participation in the course at Makoto Kai Healing Arts - see the Notice of Cancellation and Withdrawal from classes forms in this catalog
- II. If the school closes for business before you graduate, you may be entitled to a refund. If the school does not offer you a refund, contact the Bureau for Private Postsecondary Education at the following address and phone number:
Bureau for Private Postsecondary Education, P.O. Box 980818, West Sacramento, CA 95798-0818
1-888-370-7589 or FAX 916-263-1895. The website is BPPE.ca.gov

**Makoto Kai Healing Arts Massage Program
Student Handbook**

Student Records Retention

Makoto Kai Healing Arts will keep Student Records for each student for 5 years from the start of the course attended. Records shall include: attendance, completed assignments, mid-term practical examination and final examinations. Academic and financial records are maintained in together in a location that is accessible only to MKHA administration, not accessible to the public. Transcripts will be kept permanently.

The records will be maintained on paper at 443 1st Street, Woodland, CA 95695, 530-662-5662, and electronically at 27 W. Southwood Dr., Woodland, CA 95695. Neither location is accessible to the public.

The Custodian of Records is Cynthia Frueh of 27 W. Southwood Dr., Woodland, CA 95695, 530-666-4784.

See "Request for Records" form in this catalog.

**Makoto Kai Healing Arts Massage Program
Student Handbook**

Notice of Cancellation

(Use this form *only* if you are discontinuing the course within 7 days after first class day)

If you cancel, any payment you have made is refundable, less \$75.00 registration and \$60 AJJF membership and \$.50 STRF. Bring in, or mail by USPS, the Notice of Cancellation to Makoto Kai, 443 1st St., Woodland, CA 95695. If mailed, the written notice is effective on the date of postmark, as long as it is properly addressed and with postage prepaid. The refund amount is \$1162.50.

To students of Makoto Kai Healing Arts ("MKHA"):

1. You have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

If you cancel, any payment you have made is refundable, less the non-refundable fees of \$75.00 registration and \$60 AJJF membership and \$2.50 STRF.

Your refund, if any, shall be returned to you within 10 days following the date MKHA receives your cancellation notice.

But, within 10 days of the date you signed the cancellation notice, your MKHA School Handbook must be returned to MKHA. If you do not return the MKHA School Handbook within this 10 day period, MKHA may keep \$100.00 out of what you paid. MKHA will refund the amount over \$100.00 and you may keep the Handbook.

2. To cancel the contract for classes at MKHA, mail or deliver a signed and dated copy of this Notice of Cancellation, or any other written notice, to:

Makoto Kai Healing Arts
443 First Street
Woodland, CA 95695

Date of First Class Attended: _____

To be postmarked NOT LATER THAN midnight of the fifth business day after the date of the first class

attended. Date: _____

"I cancel my contract for classes at Makoto Kai Healing Arts"

Student Signature

Date Signed

3. You must cancel in writing. You do not have the right to cancel by just telephoning MKHA or not coming to class.

4. If you have any complaints, questions, or problems which you cannot work out with MKHA, write or call:

Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818
1-888-370-7589 or FAX 916-263-1895. The website is BPPE.ca.gov

Course Catalog - page 22
**Makoto Kai Healing Arts Massage Program
Student Handbook**

Makoto Kai Healing Arts Withdrawal from Classes Notice

(Use this form if you are discontinuing the course more than 7 days after the first class)

1. Students at Makoto Kai Healing Arts ("MKHA") have the right to withdraw from instruction at any time.
2. A Notice of Withdrawal must be submitted, in writing to MKHA, within 60 days of last class attended.

Date of First Class Attended: _____.

Mail or deliver a signed and dated copy of this Notice of Withdrawal, or any other written notice, to:
Makoto Kai Healing Arts 443 First Street Woodland, CA 95695

"I hereby withdraw from classes at Makoto Kai Healing Arts."

Student Signature

Date Signed

3. If a student withdraws from a course of instruction more than 5 business days after the first class day, MKHA will remit a refund as described below, within 30 days following receipt of the notice of the student's withdrawal. AJJF Membership, any Insurance fees and Pre-Registration are non-refundable. The date of withdrawal will be the day after the last class attended.
4. Calculation of refund. From total fees paid, MKHA will deduct \$435 for the following non-refundable items: \$75 Pre-registration + \$100 Handbook + \$60 AJJF membership + \$200 DZRSI.
For the amount remaining, multiply by the following fraction: $\frac{\# \text{ Hours paid for but not received}}{\text{Total \# Hours paid for}}$
5. Hypothetical Refund Amounts

If the fees are \$1,300 then deduct \$435 = \$865 then see list below:

Withdrawal after 1st Weekend,	131 Hours not received.	Refund = \$752.55 (87%)
Withdrawal after 2nd Weekend,	112 Hours not received.	Refund = \$648.75 (75%)
Withdrawal after 3rd Weekend,	93 Hours not received.	Refund = \$536.30 (62%)
Withdrawal after 4th Weekend,	74 Hours not received.	Refund = \$423.85 (49%)
Withdrawal after 60% of Course,	60 Hours not received.	Refund = Zero

Notice of Refund or Balance Due

(To be filled out by Makoto Kai Staff)

THIS NOTICE IS IMPORTANT. KEEP IT FOR YOUR RECORDS.

On this date _____, a refund in the amount of \$ _____ was paid, based on _____ hours of instruction not received but paid for earlier, calculated as shown above, and based on the amount of \$ _____ that was paid for this course of instruction of _____ hours.

In the case that tuition received is less than tuition due at the time of withdrawal from classes, then a balance of \$ _____ is due. Mail check to: Makoto Kai 443 First St., Woodland, CA 95695.

(Tuition for _____ hours is \$ _____. Tuition paid \$ _____. Subtract amount paid from total due for _____ hours.)

This tuition, less AJJF membership \$60 and insurance \$49 (if any), can be applied to a future course.

This refund or request for balance due was sent to: _____
Name of person receiving refund or notice of balance due

at: _____
street address of recipient state zip

Signature of Makoto Kai Healing Arts Staff: _____ Date _____

**Makoto Kai Healing Arts Massage Program
Student Handbook**

STUDENT TUITION RECOVERY FUND

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending schools approved by, or registered to offer Short-term Career Training with the Bureau for Private Postsecondary Education (Bureau).

You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRIF fee, 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. The school's breach or anticipatory breach of the agreement for the course of instruction.
5. There was a decline in the quality of the course of instruction within 30 days before the school closed, or if the decline began earlier than 30 days prior to closure, a time period of decline determined by the Bureau.
6. The school committed fraud during the recruitment or enrollment or program participation of the student.
7. You may also be eligible for STRF if you were a student that was unable to collect a court judgment rendered against the school for violation of the Private Postsecondary Education Reform Act of 1989.

You must pay the state-imposed fee for the Student Tuition Recovery Fund (STRF)* if all of the following applies to you:

1. You are a student, who is a California resident and prepays 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 fee if either of the following applies:

1. You are not a California resident,
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

Questions regarding the STRF may be directed to:

State of California
Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818
1-888-370-7589 or FAX 916-263-1895. The website is BPPE.ca.gov

*For Makoto Kai students, the fee is \$2.50 and is included in the registration fee. The \$2.50 is non-refundable.

**Makoto Kai Healing Arts Massage Program
Student Handbook**

STUDENT GRIEVANCES PROCEDURES

- I. Any student grievance should be taken to the School Head, Cynthia Frueh.
 - A. You may call her at MKHA (530)662-5662, or speak to her before or after class times.

- II. Grievances will be handled in the following manner:
 - A. Thorough investigation, including interviewing all people involved and reviewing all documents that relate or may potentially relate to the grievance.

 - B. If, after investigation, the grievance is found to be valid, MKHA will attempt to resolve the grievance in a reasonable manner, including payment of refund, when necessary.
 1. If the grievance involves a violation of law notify the Bureau and law enforcement authorities of the grievance, investigation, and resolution or lack of resolution.
 2. If the grievance is valid, determine what other students, if any, may have been affected by the same or similar circumstances and provide an appropriate remedy for those students.
 3. Implement reasonable policies or procedures to avoid similar grievances in the future.

 - C. If, after investigation, it is determined that the grievance is unfounded, reject the grievance.

 - D. Record a summary of the grievance, its disposition, and the reasons.
 1. A copy of the summary, along with any other related documents, will be placed in the student's file.
 2. An appropriate entry will be placed in the log of student grievances.

**Makoto Kai Healing Arts Massage Program
Student Handbook**

ADDITIONAL STUDENT INFORMATION

Facilities and Equipment

- I. Massage Tables
 - A. MKHA will provide massage tables for the students to practice massage while in class. There is no additional charge for this service.
- II. Chairs will be provided for students to sit in during lectures.
- III. 2 restrooms are available to the students with hot and cold running water.
- IV. 3 classrooms will be in use when all three levels of training are in session. All have central heat and air conditioning.

Student Services

- I. Library
 - A. MKHA does not have any library or other learning resources.
 - B. All necessary learning materials are included in the MKHA Student Handbook and the required textbooks.
- II. With the permission of the students, a student directory with phones, emails and USPS addresses will be circulated so that students can form study groups.
- III. Instructors are available for private consultation during class breaks, or by phone or email between class times. Efforts are made to help students with their studies to prepare them to successfully complete the course.
- IV. Distance Learning - MKHA does not offer any Distance Education.

Housing

- I. MKHA is not responsible for providing any assistance with housing and has no dormitory facilities for those students that need overnight lodging.
- II. There are some local hotels within 1 mile of the MKHA facility and prices range from \$60 to \$150 per night.

VISA

- I. Any student attending MKHA from a foreign country is responsible for knowing and complying with all requirements for residency in the United States. MKHA does not provide any assistance for obtaining a VISA.
- II. If a student obtains a VISA based on school attendance, MKHA makes no claims as to the suitability of the coursework to comply with VISA requirements.
- III. MKHA will respond to any request to vouch for student status at no charge.

Placement Services

- I. MKHA does not offer any job placement assistance.

No Foreign Language Classes

- I. All classes and materials at MKHA are in English. Documentation of the level of English proficiency required to attend classes can be obtained by taking the Test of English as a Foreign Language (TOEFL). A successful TOEFL examination will be accepted by MKHA as proof of English language proficiency. Exams are offered by paper or on line at about US\$160 to US\$250.

**Makoto Kai Healing Arts Massage Program
Student Handbook**

REQUEST FOR RECORDS

Makoto Kai Healing Arts
443 First Street, Woodland, CA 95695
(530)662-5662

To Whom It May Concern:

Date:

_____ has applied to our institution to engage in a course of study.

S/he has requested that we contact you to receive a written record and/or transcripts of any courses completed at your institution pertaining to the following:

- Human Anatomy and Physiology
- Business Education
- Therapeutic Massage or Bodywork
- Acupressure
- Shiatsu
- Acupuncture
- Traditional Oriental Medical Theory

Please include:

- Student's full name
- Title of the course
- Date of completion of course
- Pass or fail status
- Number of hours in the course

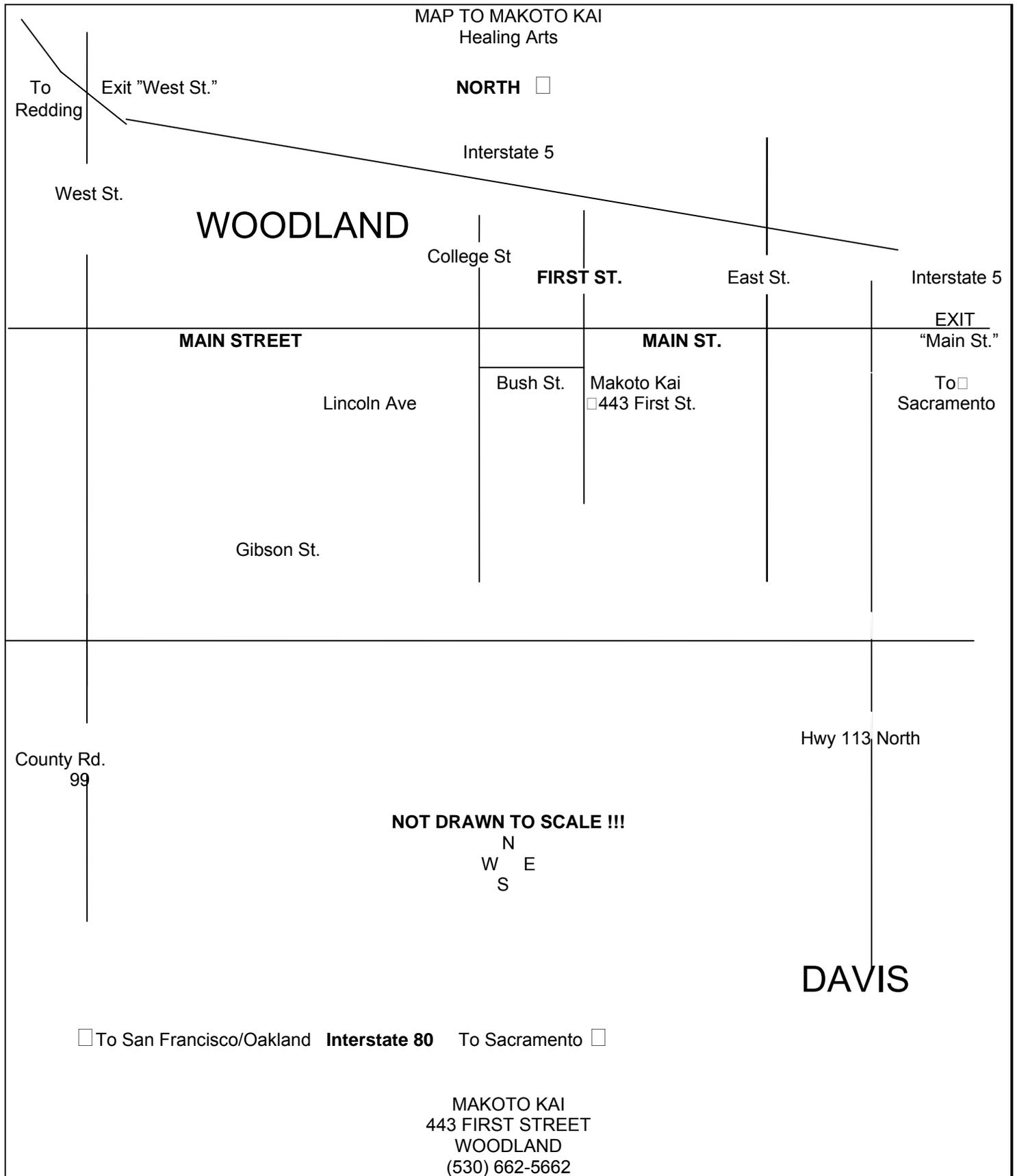
Thank you for your assistance,

Cynthia Frueh, School Head of Makoto Kai Healing Arts

DIRECTIONS TO MAKOTO KAI HEALING ARTS

From Interstate 5 or Highway 113, in Woodland, Exit Main Street. Go West on Main Street

Turn left onto First Street 443 First Street 530-662-5662



REFERENCE LIST FOR THE MESSAGE PROFESSIONAL

I. Bodywork Associations

The following information about massage associations is to provide students of MKHA with options for memberships with professional organizations that will also allow access to liability insurance.

MKHA does not have a preference as to which membership you select. You should investigate and chose for yourself. *Prices may change at any time.*

A. A.B.M.P. Associated Bodywork and Massage Professionals

P.O. Box 1869

Evergreen, Colorado 80437

(800) 458-2267 www.abmp.com

Requirement for membership - Minimum 100 hours

Includes quarterly *Massage and Bodywork Magazine*

B. A.M.T.A. American MassageTherapy Association

Requirement for membership - Minimum hour requirement - see website

Pass the National Massage Certification Examination *or* graduate from an AMTA approved / COMTAA accredited program.

C. A.O.B.T.A. American Oriental Bodywork and Therapy Assocation

Requirement for membership - graduate from an approved 300 hour course

II. MESSAGE Magazine 800 - 872-1282 <http://www.massagemag.com>

III. BIOTONE 800 - 445-6457

IV. Bluewater Press 800 - 417-1305 Massage and Pregnancy

V. VanPub Books 403 264 2459 e-mail: vanpub@dbs2.com Pathology A to Z . . .

VI. Self Employment aids

<http://smallbizresource.com/>

<http://www.irs.gov/businesses/small/index.html>

<http://sba.gov/>

The Dan Zan Ryu Seifukujitsu Institute
a division of
The American Judo & Jujitsu Federation

Continuing Education Log

DZRSI Certificates are valid for three years. Renewal requires 24 hours of continuing education.

C.E. hours are for classes taught by a qualified instructor.

Examples of subjects are: Massage, Acupressure, T'ai Chi, Chi Gong, etc.

To renew your DZRSI certificate, send this form to the DZRSI Records Administrator.

Attach a certificate of participation, or equivalent, for each class.

Name _____ Date Submitted _____

Address _____

1. _____
Date of Class _____ Description _____

Instructor name and title _____ *(Attach a certificate of participation, or equivalent)*

2. _____
Date of Class _____ Description _____

Instructor name and title _____ *(Attach a certificate of participation, or equivalent)*

3. _____
Date of Class _____ Description _____

Instructor name and title _____ *(Attach a certificate of participation, or equivalent)*

4. _____
Date of Class _____ Description _____

Instructor name and title _____ *(Attach a certificate of participation, or equivalent)*

5. _____
Date of Class _____ Description _____

Instructor name and title _____ *(Attach a certificate of participation, or equivalent)*