

MILPITAS MASSAGE COLLEGE

106 SOUTH ABEL STREET

MILPITAS, CA 95035

408-946-9522

SCHOOL CODE: 60985589

SCHOOL INFORMATION CATALOG

March 2011 - March 2012

Catalog annual updates may be made by the use of supplements or inserts accompanying the catalog.

GENERAL INFORMATION

APPROVAL DISCLOSURE STATEMENT

This institution has received a temporary approval from the Bureau for Private Postsecondary Education ("Bureau"). A temporary approval is merely an interim designation the Bureau can authorize pending a qualitative review and assessment of the institution. At the time it is issued if the Bureau determines the institution's operational plan satisfies the minimum standard listed in CEC §94900 (a) or §94915 (a) and (b), whichever is applicable. The temporary approval will remain in effect for at least 90 days, but not more than 360 days in order to enable the Bureau to conduct the site visit and inspection of the institution. After that visit, the Bureau will then determine whether the institution should be approved on a permanent basis.

Milpitas Massage College offers the following training courses:

Therapeutic Massage (Basic)	100 Hours
Therapeutic Massage (Intermediate)	300 Hours
Therapeutic Massage (Advanced)	500 Hours

All information in the content of this school catalog is current and correct, and is so certified as true by Ninh Thi Nguyen, School Director.

Signature: _____

Ninh Thi Nguyen, School Director

ADMINISTRATION AND FACULTY

Ninh Thi Nguyen

School Director, CEO, COO, CAO

Ninh Thi Nguyen

Instructor:

CERT # 04-377021 Massage Therapy

INSTRUCTORS AND QUALIFICATIONS

Ninh Thi Nguyen

Qualifications: Instructor for Massage Therapy

Teresa Ngoc Nguyen

Instructor's Assistant: Graduated from Milpitas Massage College in 2007.

Chien Van Vu LAC _ P.H.D.

Instructor: Licensed instructor for Anatomy, Acupressure.

CERT: # 7052-0322

LIC: AC 11053

Hoang Le, CFP, EA, RE, Agent

Accountant

Nancy Le

Administrative assistant

MEMBERSHIPS

Milpitas Massage College's faculty and staff members are active in the following professional organizations:

Associated Professional Massage Therapists

Milpitas Chamber of Commerce

The Better Business Bureau for Private Postsecondary Education

ABOUT OUR SCHOOL

Milpitas Massage College is a private institution owned by Ninh Thi Nguyen and operated by her, and a great staff of instructors with many years of experience in providing specialized training in Therapeutic Massage.

The instructions we provide are thorough and prepare the students for employment in a clinic or medical setting. Students are also provided with the needed skills and information to organize and start a private practice in their field of Therapeutic Massage. Individual attention is given to all students as needed to assure them successful completion of each course.

The Therapeutic Massage courses are offered in Basic 100 hours, Intermediate 300 hours, or Advanced 500 hours in which a certificate of completion is issued upon completion.

MISSION STATEMENT AND OBJECTIVE

Our mission here at Milpitas Massage College is to continually improve our school to more effectively prepare our students to enter the job market in the chosen fields of interest that we offer. Learning is a continuous process even for our staff and instructors with years of experience and education as they continue to learn and keep up with new information to pass on to students of Milpitas Massage College. The staff and faculty are dedicated to ensuring that the college programs are characterized by academic excellence and professional usefulness for today's profession. Our main goal is to meet and satisfy the learning and necessary background needs of our students to enable them to learn all the skills required of the massage profession.

Comprehensive yet practical education is provided through an intensive curriculum which draws on resources, theories and knowledge of all relevant disciplines to enable the students to study, analyze, and evaluate problems of the field of study. Courses are geared to adult vocational education which is both structured and self directed. Our certificate programs are designed to challenge and reward the adult learner. Training is provided in the skills required to become a certified Massage Therapist in a clinical or medical setting as well as entering into private practices.

The profession of Therapeutic Massage is a well-respected profession with opportunities to help others as well as to gain financial independence. They are all dignified and profitable careers to the well trained person. The staff and instructors of Milpitas Massage College invite you to visit our institution.

WHAT IS IT LIKE TO ATTEND OUR SCHOOL?

Attending our school can be a very rewarding experience. The amount of information and material that is presented is quite large and the amount of knowledge and personal growth that can be attained are greater.

Students learn the required skills by performing work on each other as an instructor supervises and suggests improvement. Thus a student may receive several treatments a week by other classmates.

All students are given opportunities to train on outside patrons after they have demonstrated the ability to carry out procedures properly. Participating in lab is not only a requirement for completion, it also provides the student with experience which is so vital to success in the professional field of Therapeutic Massage. The learning process in our school is a combination of theory and lab experience. Theory includes lectures, demonstrations, and audio-visual presentations.

FACILITIES & EQUIPMENT

The physical facility of Milpitas Massage College is about 2,500 square feet with ample parking available for students and patrons. The school consists of thirteen rooms, a reception and front desk area accommodating 36 students at any one given time. The school has four rooms for Massage hands-on practice, a classroom for lecture and study, a massage demonstration area, a massage hands-on clinic and lecture area.

Milpitas Massage College has eight professional-type massage tables set up for the purpose of training students and for students to practice Massage Therapy on each other while instructors supervises and gives suggestions for improvements. Tables are from various manufacturers so that students are exposed to what is available in today's market and professional massage oils are used.

To facilitate learning, the school has a large audio-visual library covering such subjects as Histology & Bacteriology. A reference library is also maintained for students to use while in school. Library services include supplemental textbooks, videos, slides, diagrams, charts, life size skeleton, bones, and muscle models which can be checked out and used within the facility and returned by the end of the day.

ADMISSION REQUIREMENTS

Admission requirements to Milpitas Massage College are in accordance with the California State Rules and Regulations, and the Bureau for Private Postsecondary Education.

All applicants must be eighteen (18) years of age or older and must meet the following:

- A. High School Diploma
- Or
- B. G.E.D.

Applicants will not be admitted as students without the school having a copy of that student's High School Diploma or G.E.D.

All applicants must submit an application including a personal statement of their purpose in studying the course in which they are applying for.

Milpitas Massage College reserves the right to reject any applicant for admission not meeting the requirements for the course selected. The student's enrollment may be terminated at the election of the school director if the student's behavior absences, lateness, dress, etc. does not conform to the attendance requirements, Rules and Regulations of the school (as stated in this catalog); in which even of the student's tuition obligation will be in accordance with the school refund policy.

Applications are available by contacting the school by mail, telephone, email, or coming to the school in person. Applicants are accepted throughout the year and beginning classes are held every Monday of each month throughout the year, provided an opening exists. Students are encouraged to visit the school and meet with the staff, instructors and talk to other students prior to enrollment. Contact:

Milpitas Massage College
106 S. Abel St.
Milpitas, CA 95035
(408) 946-9522

ADMISSION PROCEDURES

An applicant can make an appointment for an interview with the Admissions Staff. The applicant will complete a questionnaire about their personal, educational, employment history, and the area of occupational interest. Upon completing the questionnaire, the applicant is taken on a tour of the facility. This tour includes an explanation of what goes on in each classroom and a review of course equipment and materials utilized in interested course. If it is determined that the applicant meets admissions requirements, a request for transcript form is completed and signed by the prospective student for each secondary and postsecondary school he/she has attended.

CREDIT EVALUATION

Appropriate credit may be granted for prior training upon review and verification by school officials of the documents submitted at the time of enrollment.

ENROLLMENT

Students may enroll on any school day as instructions are offered in continuous modules allowing students entry at any time. However, a minimum of two students is needed to begin class on any one day.

ENGLISH-AS-A-SECOND LANGUAGE

We do not offer English-as-a-Second-Language teaching at this institution.

NON-DISCRIMINATION CLAUSE

Milpitas Massage College does not discriminate on the basis of race, creed, color, national origin, sex, or handicap in its educational programs, activities, or hiring practices. Milpitas Massage College complies with Title VI and VII of the Civil Rights Act of 1964, section 504 of the Rehabilitation Act of 1973.

SCHEDULE AND CALENDAR

All course schedules are subject to change in starting and completing dates. Students will be duly notified. Milpitas Massage College reserves the right to withdraw a scheduled course if the registration is insufficient to make up a class, all monies paid will be refunded. School reserves the right to postpone training in the event of acts of God, labor disputes, equipment failure, etc. Students will be duly notified.

School hours and service are as follows:

Monday - Saturday: 12:30pm - 8:30pm

Sunday: Closed

Major Holidays: Closed

Special Holidays may be declared for emergency reasons.

Holidays of all religious beliefs are honored.

Instruction is competency based using an open entry/exit scheduling system. This combination allows new students to begin classes every Monday on a space available basis. Time will be scheduled to provide an orientation meeting for new students. Each student will need to meet with the instructors to formulate their individual school schedule based on the course the student will be enrolled in.

Graduation occurs following completion of all time and projects as described in this catalog.

SCHOOL POLICIES

DRUG ABUSE POLICY

The college fully supports Drug-Free Schools and Communities Act of the United States Congress. In cooperation with local and agencies, we have implemented AA program to educate our students on the health dangers of substance use and abuse. The educational materials include pamphlets, books, and posters describing the effects that drugs have on physical and mental health. We make available to our students informative materials on State, Federal, and Local legal sanctions against drug use. Additionally, we have information on counseling, treatments, and rehabilitation programs.

ACADEMIC POLICIES

ATTENDANCE POLICY

Absence:

Absence will be considered as excused under the following circumstances: illness, death or birth in the immediate family, and other valid reasons substantiated in writing, and at the discretion of the school director. All other absences will be considered unexcused. All excused and/or unexcused absences must be recorded.

Time Cards:

Time cards will be used to keep track of hours.

Tardiness:

Tardiness is discouraged. Students arriving late may clock in at the time of arrival and join the class in progress. These tardinesses are considered as one unexcused absence.

Probation/Suspension:

Students with three unexcused absences in any class will receive written notification of academic probation for a period of one month. Any unexcused absences during such probationary period will be cause for suspension of the student's training program.

Class Cuts:

Each class cut will be considered an unexcused absence.

Make up work:

Make up work may be required for any absence. However, hours of make up work cannot be accepted as hours of class attendance.

Leave of absence:

Written requests for leaves of absence will be considered and such leave may be granted to students at the discretion of the school director. A leave of absence for longer than thirty (30) days will only be granted for medical reasons upon the written modification of a medical doctor. A medical leave may not exceed 180 days.

Leaves of absences, withdrawals, and other official interruption of training will have no affect upon the student's attendance and/or academic status. The status whether it is satisfactory or unsatisfactory in either academic or attendance, will remain the same upon return from a leave of absence. Upon returning to school after a leave of absence the student's attendance status will be as before they went on leave.

Student dismissal:

At the discretion of the school administration, a student may be dismissed from school for any incident of an intoxicated or drugged state of behavior possession of drugs or alcohol upon school premises, possession of weapons upon school premises, behavior created a safety hazard to other students, an administrator, or faculty member, or any other stated or determined infraction of conduct.

CONDUCT POLICIES

All students enrolled in the Milpitas Massage College assume professional responsibilities which include:

- A. Students must conduct themselves in a professional manner.
- B. Enrolled full time students must attend twenty-four (24) hours or more per week. Enrolled part time students in a 300 or 500 hours course must attend a minimum of twelve (12) hours per week up to twenty-three (23) hours per week.
- C. Smoking, alcohol beverages or drugs are prohibited in the school.
- D. Students are responsible for their own belongings.

UNSATISFACTORY CONDUCT

The policy on dismissal for unsatisfactory conduct is as follows:

- A. A record of unsatisfactory performance.
- B. A record of negative conduct and behavior.
- C. Any incident of alcohol or drug abuse.

TRANSFER STUDENTS

Milpitas Massage College does not have any official articulation or transfer agreement with any other college. However, challenge of unit could be considered. Also, please refer to insert of "Notice concerning transferability of credits and credentials earned at our institution"

Any transferred students from another eligible institution must attend at least 300 hours at Milpitas Massage College. Milpitas Massage College students who desire to transfer to another institution and request an official transcript are subject to a \$20 transcript fee.

CHALLENGE OF UNIT OF STUDY

Massage students may challenge each unit of study by formally petitioning to have administered to them a challenge test. The test must be taken at least one week before scheduled instruction in the unit. Students obtaining a passing score will be permitted to advance to the next unit of study. The law prohibits challenges to units of instruction for other than the courses offered by the college.

GRADING POLICY

Students are examined weekly in theory and practical work. Grading is as follows:

- A.....90% - 100%.....Excellent
- B.....80% - 89%.....Good
- C.....70% - 79%.....Meeting Satisfactory Progress
- D.....60% - 69%.....Not Meeting Satisfactory Progress
- F.....Below 60%.....Fail

Formal grade reports are issued to the student upon completion of the course. Grade reports indicate courses taken, credits received, hours earned, and grade assigned. Grades are issued for paid course work only. A student who has failed to make payment for tuition of this course will not receive his/her final grade until payment is made. Students must maintain a C average for successful progress and completion. The school presents each student with three progress reports based on the number of hours in their course. Prior to each progress evaluation, students not meeting satisfactory of C average will be counseled. This will be done in order to provide the student with assistance in achieving their academic objective. Grade averages are calculated on the basis of 35 percent for written examinations and 65 percent for practical evaluations and examinations.

ACADEMIC PROGRESS EVALUATION SCHEDULE

Course	First Progress Evaluation	Mid-Course Evaluation	Final Evaluation
Therapeutic Massage - Basic 100 Hours	35 Hours	65 Hours	100 Hours
Therapeutic Massage - Intermediate 300 Hours	75 Hours	150 Hours	300 Hours
Therapeutic Massage - Advanced 500 Hours	150 Hours	250 Hours	500 Hours

STATEMENT OF SATISFACTORY ACADEMIC PROGRESS

All students attending Milpitas Massage College are required to comply with the following satisfactory progress policy. Students will be evaluated on both academic and attendance progress.

The Higher Education Act mandates that institutions of higher education establish minimum standards of "Satisfactory Academic Progress" for students receiving financial aid. This institute applies these standards to all students, regardless of whether or not they are financial aid recipients.

Satisfactory academic progress is defined as meeting acceptable standards as defined by pre-determined objectives of the institution. These objectives are directly correlated with the performance standards set by the institute.

THE ELEMENTS OF SATISFACTORY PROGRESS ARE:

1. Students are graded as they complete units of the curriculum. Grades are determined as a compilation of examination score (written and practical) and such other criteria and observations as the school deems appropriate in the training of technical personnel.

To maintain satisfactory academic progress, a student must achieve a cumulative grade average of 70 percent or better at 25 percent of the course; A 75 percent at 50 percent; and at least a 75 percent grade average at completion.

Students meeting minimum requirements at academic evaluation will be considered to be making satisfactory progress in their academic work until the next academic evaluation. Evaluation will be based on the following factors:

Weekly Assignments

- A. Work sheets
- B. Tests
- C. Quizzes
- D. Lab assignments

2. Students enrolled in the Therapeutic Massage 100, 300, or 500 hours course will receive three academic progress evaluations. In addition, students will be counseled prior to evaluation shall their grades fall below satisfactory level. To maintain satisfactory academic progress, a student attending on a full time basis has maximum time frames in which to earn their graduation certificate.

Academic progress evaluations are as follows:

Course Title	Approximate	Maximum
Therapeutic Massage (Basic), 100 Hours	1 Week	2 Weeks
Therapeutic Massage (Intermediate), 300 Hours	4 Weeks	6 Weeks
Therapeutic Massage (Advanced), 500 Hours	10 Weeks	12 Weeks

Course incompletes, repetitions, and non-credit remedial courses have no effect on the school's satisfactory academic progress policy standards.

These time frames are based upon full time attendance and will be adjusted, on a pro-rata basis, in the event that the student changes from one curriculum or schedule to another.

3. To maintain satisfactory academic progress, a student may have absences (net of make-up time) of up to 25 percent of the total course length. Lost attendance time, while a student is on an approved leave of absence, will not be counted as absent time.

Students will be given an opportunity, at the discretion of the school director and subject to the availability of space, to repeat, remedial or make up lost work. This work shall be given full

standing and credit with respect to the evaluation of the students maintaining of satisfactory progress.

A student not maintaining satisfactory academic progress during the first 25 percent of the stated course period, will be placed on academic probation for the next 25 percent of the course. If, at the end of that period, the student has not overcome the deficiencies and met all other criteria necessary for graduation, the student shall be subject to expulsion at the discretion of the school director.

A student placed on academic probation or deemed not to be making satisfactory academic progress may review the determination and may appeal the determination through the school director whose judgment in this matter shall be final, conclusive and binding.

Students may appeal negative satisfactory progress determination for academics, attendance, or both by contacting the school director. The school director will set up an appointment convenient to both student and school director. The student should plan to provide the school official with test papers, work sheets, and any other documentation that would uphold his or her claim. Should the school director find evidence or rule in favor of the student, proper corrections will be made to the evaluation appealed and other documents if required.

CONDITIONS FOR INTERRUPTION FOR UNSATISFACTORY PROGRESS

Conditions for interruption of unsatisfactory progress: When the student's grade average is unsatisfactory (Below C), the student will be interrupted from enrollment.

Students placed on academic probation the end of any evaluation do not comply with the minimum established academic satisfactory progress and are not making satisfactory progress.

CONDITIONS FOR RE-ENROLLMENT AFTER INTERRUPTION - PROBATION

Re-enrollment or re-entrance will be approved only after evidence is shown to the director's satisfaction that conditions, which caused the interruption for unsatisfactory progress has been rectified. Students meeting the minimum academic standard will be placed again as an eligible student.

COURSE DURATION

Courses are measured in class hours of supervised instruction. The required projects for each course must be completed unless the student has been given credit for prior training or

experience or demonstrates through practical and written tests the level of competency required for employment. A class hour is 50 minutes.

GRADUATION

Certificate of Completion will be used after the completion of the entire program and all tuition fees are paid in full. Classroom and lab instruction will be tested. The student must achieve a passing grade average (as state in this catalog) to receive a certificate of completion. Students will be permitted to re-test. For any grade below passing, a certificate of completion will be awarded to a student who discontinued classes to accept employment after 60 days of such employment. Make-up time for extenuating circumstances may be granted by the school director. Excessive absence may be cause for dismissal.

STUDENT RECORDS

Students have the right to review of their records by writing to the school director. All such reviews will be scheduled during regular hours under appropriate supervision.

The school cannot release any information about an individual student to pertinent agencies, prospecting employers, etc. without the written authorization from the student. There is a form to be filled out and signed by the student before any information can be released. Due to the privacy act, this form is filled out each time information is requested. The student will indicate on the form those persons, individuals, and private agencies that may have access or that the school can release information to. If they are not listed, the school will not release information on said student. Each signed form will be kept in the student's school file.

The school maintains student records for a period of five years (with the exception of students transcripts which are retained permanently). It is the student's responsibility to retain copies of school documents, certificates, or transcripts.

RIGHT OF PRIVACY

The Federal Right of Privacy Act of 1964 enables all students to review their academic records, including grades, attendance, and counseling records. Students' records are confidential and only such agencies or individuals authorized by law are allowed access without written permission of the student. State law requires the school to maintain these records for no more than a five (5) year period.

ACADEMIC REVIEW PROCEDURES

1. Challenging the record for purposes of changed any of its contents must be requested in writing, stating fully the reason for challenge.
2. All requests will be reviewed by the director, in consultation with the instructor and a determination made to either retain the records intact or change them.
3. The student may meet with the instructor and anyone he/she may designate to review the conclusions.
4. Should further review be requested by the student, a disinterested third party with competence in the program will be asked to review the student's records and findings, and make a recommendation to the director for final action.
5. Parental access to records is not permitted unless the student is a minor dependent.

STUDENTS SERVICES

All students are eligible for placements and career counseling. This service is open to all students enrolled plus all graduates at no extra charge.

PLACEMENT POLICY

Placement assistance may be provided. However, it is understood that the school does not and cannot promise or guarantee employment nor level or income or wage rate to any student or graduate. Known vacancies in the field will be posted on the central bulletin board. Some companies may contact this institution for candidates for employment. Students are provided with placement assistance upon request. The student is advised that the law prohibits us from guaranteeing placement as an inducement to enter the program.

HANDICAPPED SERVICES

Handicapped provisions are as follows:

- Parking available
- Wheel chair accessibility

In addition, the school can accommodate two wheel chair students at any one time.

COUNSELING

1. Counseling is available to all students. Instructors or administrators will meet with each student to discuss any personal, classroom or financial problem when needed.

2. Each student will have his/her progress counseling at least twice. Those students experiencing academic or other problems will be counseled by an instructor and/or the director to help overcome whatever difficulty is being experienced. Students are encouraged to take advantage of this service. Students may request additional counseling sessions at any time.

PERSONAL ATTENTION

Students are given personal attention and assistance at every stage of training from the first day of enrollment to the day of graduation. At predetermined intervals, measuring instruments are utilized to evaluate the rate and quality of the student's progress. The results from these evaluations are discussed with each student and remedial assignments are made when required.

HOUSING

The school does not maintain housing for students, nor does it make specific recommendations regarding housing. However, some accommodations are available in the community.

NOTE: We do not provide child care. Please do not bring children to school. We do not accept financial aid.

TRANSPORTATION

Public bus transportation is available with stops located close to the campus. It may also be possible for the school to arrange for transportation by another student if schedules are compatible.

REFERENCE MATERIALS

The school maintains a number of reference books, magazines, videos, and other pertinent publications pertaining to the courses. Reference materials are kept for use on the school premises only.

THERAPEUTIC MASSAGE

The curriculum on massage combines theory and practical in the various massage techniques used today, which are Swedish, Shiatsu, Deep Tissue, Sports, Pre-natal, and Release Pain Massage. In addition, areas such as personal hygiene, business ethics, human anatomy, and physiology are covered.

Students are prepared to enter the field of massage in a salon setting, a clinical setting, medical office, or starting their own private practice. The curriculum includes a business section. Upon satisfactory completion students receive a certificate of completion from the school.

NOTE: The State of California of Federal Governments does not certify or license Massage Therapists. National Certification is done by private organization. Cities and states have different minimum training and license requirements for Massage Therapists. Our courses may or may not meet these requirements.

THERAPEUTIC MASSAGE - BASIC (100 HOUR) COURSE

	Hours
1. Anatomy & Physiology	10
2. Theory	3
3. Massage Practicum (Swedish)	75
4. Hygiene and Grooming	5
5. Business Practice	2
6. Ethics	5
Totals	100

THERAPEUTIC MASSAGE - INTERMEDIATE (300 HOUR) COURSE

	Technical Hours	Practical Hours
1. Anatomy & Physiology	50	
2. Bacteriology & Sanitation	25	
3. Theory	25	
4. Massage Practicum (Swedish, Shiatsu, Deep Tissue)		150
5. Acupressure for Beautification	15	
6. Hygiene & Grooming	5	
7. Business Practice	17	

8. Job Interview	3	
9. Reception Desk	5	
10. Ethics	5	
Totals	150	150

THERAPEUTIC MASSAGE - ADVANCED (500 HOUR) COURSE

	Technical Hours	Practical Hours
1. Anatomy & Physiology	100	
2. Bacteriology & Sanitation	50	
3. Theory	50	
4. Massage Practicum (Swedish, Shiatsu, Deep Tissue)		300
5. Acupressure for Beautification	30	
6. Hygiene & Grooming	10	
7. Business Practice	35	
8. Job Interview	5	
9. Reception Desk	10	
10. Ethics	10	
Totals	300	300

TUITION SCHEDULE

Milpitas Massage College offers three therapeutic massage courses. Fee schedules are as follows:

1. Course Title: THERAPEUTIC MASSAGE - BASIC (100 HOURS)

Registration fee (non-refundable)	\$100.00
STRF Assessment fee (non-refundable)	\$2.50
Tuition	\$1,300.00
Books	\$25.50
<u>TOTAL CHARGES</u>	<u>\$1,428.00</u>

2. Course Title: THERAPEUTIC MASSAGE - INTERMEDIATE (300 HOURS)

Registration fee (non-refundable)	\$100.00
STRF Assessment fee (non-refundable)	\$7.50
Tuition	\$3,000.00
Books	\$25.50
<u>TOTAL CHARGES</u>	<u>\$3,133.00</u>

3. Course Title: THERAPEUTIC MASSAGE - ADVANCED (500 HOURS)

Registration fee (non-refundable)	\$100.00
STRF Assessment fee (non-refundable)	\$15.00
Tuition	\$6,000.00
Books	\$25.00
<u>TOTAL CHARGES</u>	<u>\$6,140.00</u>

Note: STRF is calculated as two dollars and fifty cents (\$2.50) per thousand dollars of tuition charged, rounded to the nearest thousand dollars.

"STUDENT'S RIGHT TO CANCEL" The student has a right to cancel the enrollment agreement and obtain a refund. Milpitas Massage College shall, for all students, without penalty or obligation, refund 100 percent of the amount paid for the institutional charges, less a registration fee of \$100 if the notice of cancellation is made prior to or on the first day of instruction, or the seventh day after enrollment, whichever is later. Further, the student has the right to withdraw from a course of instruction at any time. A student who has completed 60 percent or less of the course of instruction shall be granted a pro rata refund of tuition. If the student withdraws from the program of instruction after instruction has begun, the student is obligated to pay only for educational services rendered plus the non-refundable registration fee of \$100.

HYPOTHETICAL REFUND EXAMPLE: A student withdraws from the Therapeutic Massage - Basic (100 hours) course above after completing 50 hours of instruction [50%]. \$1203.00 less \$100.00 registration fee and \$3.00 STRF assessment fee = \$1100.00 divided by 100 hours = \$11.00 hourly program charge. 50 hours x \$11.00 = \$550.00. \$1100.00 less \$550.00 = \$650.00 refund. *This calculation does not include a refund for the books.*

If a student chooses to cancel, according to the above stated conditions, he or she must submit a written notice of cancellation to: Ninh Thi Nguyen, School Director, Milpitas Massage College, 106 S. Abel St., Milpitas, CA 95035.

CATALOG MINIMUM REQUIREMENTS

If a student wishes to file a claim against the student tuition Recovery Fund, they can file a claim form on the Bureau's website at www.bppe.ca.gov

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 separate agreement to repay the third party."

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs 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 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."

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 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

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

CANCELLATION AND REFUND POLICY

The student has a right to cancel the enrollment agreement and obtain a refund. Milpitas Massage College shall, for all students, without penalty or obligation, refund 100 percent of the amount paid for the institutional charges, less a registration fee of \$100 if the notice of cancellation is made prior to or on the first day of instruction, or the seventh day after enrollment, whichever is later. Further, the student has the right to withdraw from a course of instruction at any time. A student who has completed 60 percent or less of the course of instruction shall be granted a pro rata refund of tuition. If the student withdraws from the program of instruction after instruction has begun, the student is obligated to pay only for educational services rendered plus the non-refundable registration fee of \$100.

HYPOTHETICAL REFUND EXAMPLE: A student withdraws from the Therapeutic Massage - Basic (100 hours) course above after completing 50 hours of instruction [50%]. \$1203.00 less \$100.00 registration fee and \$3.00 STRF assessment fee = \$1100.00 divided by 100 hours = \$11.00 hourly program charge. 50 hours x \$11.00 = \$550.00. \$1100.00 less \$550.00 = \$650.00 refund. *This calculation does not include a refund for the books.*

A student may cancel this agreement at any time by notifying the school in writing, by mail, or in person. If a student chooses to cancel, according to the above stated conditions, he or she must submit a written notice of cancellation to:

Ninh Thi Nguyen, School Director, Milpitas Massage College, 106 S. Abel St. Milpitas, CA 95035. A Notice of Cancellation is attached for your use.

Milpitas Massage College will issue refunds due within 30 days following the date the student's withdrawal has been determined.

NOTICE OF CANCELLATION

(Date of first class)

You may cancel this contract, without any penalty or obligation, if you inform the school prior to or on the first day of instruction, or the seventh day after enrollment, whichever is later. If you cancel, any payment you made and any negotiable instrument signed by you will be returned to you within 30 days following the school's receipt of your cancellation notice.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to:

Milpitas Massage College
106 S. Abel St.
Milpitas, CA 95035
(408) 946-9522
Attn: Ninh Thi Nguyen, School Director

NOT LATER THAN _____
Midnight of the date that is the first day of class
or seventh day after enrollment, whichever is later.

I HEREBY CANCEL THE ENROLLMENT AGREEMENT

(Student Signature)

(Date)

Remember, you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school administrator/owner in person.

NOTICE OF STUDENT'S RIGHTS

1. You may cancel your contract for school without any penalty or obligation on the first day following of your class as described in the "Notice of Cancellation" form that will be given to you at the first class you go to. Read the "Notice of Cancellation" form for an explanation of your cancellation rights and responsibilities. If you have lost your "Notice of Cancellation" form, ask the school for a sample copy.
2. After the end of the cancellation period, you also have the right to stop school at any time, and receive a refund for the part of the course not taken. Your refund rights are described in the "Enrollment Agreement". If you have lost your copy of the "Enrollment Agreement", ask the school for a copy and/or description of the refund policy.
3. If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address and telephone number printed below for this information.
4. If you have any complaints, questions, or problems which you cannot work out with the school, call or write to:

Bureau For Private Postsecondary Education
2535 Capitol Oaks Drive Suite 400
Sacramento, CA. 95833
www.bppe.ca.gov
(888) 370-7589
(916) 263-1897 Fax

NOTE: You will receive two copies of this notice to sign when you enroll in school, one for you record, and the other for the school.

STUDENT COMPLAINT PROCEDURE

Ninh Thi Nguyen, School Director, Ninh Thi Nguyen, Head Instructor, will be available to take complaints from students between 1:00pm - 3:00pm by appointment. They will investigate the complaint by interviewing all persons that may be involved and review all documentation that may potentially relate to the complaint.

A student or any member of a public may file a complaint about this institution with the Bureau for Private Postsecondary Education:

Bureau For Private Postsecondary Education
2535 Capitol Oaks Drive Suite 400

Sacramento, CA. 95833

www.bppe.ca.gov

(888) 370-7589

(916) 263-1897 Fax

or by completing a complaint form, which can be obtained on the bureau's internet web site
Ed Code 94909 (a)

ADDITIONAL INFORMATION THAT MIGHT AFFECT THE DECISION OF A STUDENT TO ENROLL

Various cities in Santa Clara County maintain ordinances requiring licensing or permitting of massage therapists. Prospective students should check local requirements to determine if training at this school will be applicable to their needs before signing up for this class. For your convenience, Milpitas Massage College has collected licensing and number of clock hours requirements of cities in Santa Clara County to help you decide if this training course is appropriate for you.

In general, some local authorities will not issue a license if you had a felony conviction on your license. In addition, you must also meet the minimum number of clock hours required for licensure. Please review the Licensing Requirements Form for specific information which may help you to decide.

Our classes prepare the students to work in beauty shops, doctor's offices or other settings, including private offices. Almost all of these types of work situations pay on commission only. We do not know of any employers that hire our graduates who pay an hourly base wage.

While many of our graduates start their own practice soon after graduation, the school advised them to work for someone else for at least six months to one year.

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

The transferability of credits you earn at Milpitas Massage College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in THERAPEUTIC MASSAGE (Basic, Intermediate, Advance) is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, diploma, or certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Milpitas Massage College to determine if your (credits or degree, diploma or certificate) will transfer.