

MIR INSTITUTE

**School of Massage
&
Pain Management Therapy**

Catalog

January 1st 2012- December 31st 2012

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A Message from the Director

Thank you for taking time to review our catalog. This institute was founded with the aspiration to assist the underserved members of our community to become integrated and constructive citizens of California by providing quality vocational training at an affordable price.

Our programs are designed to prepare you as individuals to provide relief and improved health and well-being to clients through the application of manual techniques for manipulating skin, muscles, and connective tissues. Our courses includes instruction in Western (Swedish) massage; sports massage; myotherapy/trigger point massage; myofascial release; deep tissue massage; cranio-sacral therapy; reflexology; massage safety and emergency management; client counseling; practice management; applicable regulations; and professional standards and ethics.

When you begin your training, you will immediately become part of a community that includes faculty and administrators committed to education in an atmosphere of support and friendship. Our job-training programs are geared toward the unskilled individual.

We attempt to maintain high standards of efficiency and ethics in the hope that our graduates will follow our lead. We believe that with the right motivation, work hard and determination to do well combined with our enthusiastic expertise and high quality training, together we are bound to succeed.

Our strength rests in our ability to be flexible and respond to your needs. We employ hands-on, real world training and our program schedules allow for significant flexibility to accommodate adult learners such as you.

We endeavor to instill in each and every one of our graduates; good working habits, positive self-esteem, excellent medical skills and the ability to make a good impression by maintaining a pleasant appearance along with a professional attitude.

Sincerely,

Alireza Mir-shojae
Founder and Director

Mission

The MIR Institute is dedicated to the belief that superior attitude and superior state of mind with superior skill can make a great healer.

Our mission is to prepare students for work in hospitals, physician's offices, laboratories or their own private practice. Many individuals require additional training and skills to compete in the job market. MIR Institute addresses this development head-on by remaining current in many fields and by responding to both employer and employee needs in the marketplace. To meet the needs of our customers, students and employers, we provide quality career education that is relevant to both the current and future needs of society. This is enhanced by individualizing instruction and limiting class size.

Objectives

- ✓ To help students achieve a superior level of basic skills.
- ✓ To offer students an opportunity to learn a profession where he or she may use body, hands, mind and spirit to facilitate health
- ✓ To teach students proper techniques, and the business aspect, of body work; and
- ✓ To assist students in becoming a qualified practitioners.
- ✓ To provide adults variable and accessible training opportunities that stays current with the most recent technology.
- ✓ To hire faculty members who are industry experts and demonstrated expertise in their respective fields both professionally and academically.
- ✓ To integrate into the educational process a better understanding of cultural diversity.
- ✓ To deliver educational support services that meet student life demands and schedules.
- ✓ To develop within students a desire for life-long of learning and education.

Our programs are designed with a combination of classroom instruction and practical hands on training in a work-stimulated environment that prepares individuals for career opportunities in the health care and rehabilitation industry.

Statement of Non-Discrimination

MIR Institute does not discriminate in its enrollment practices on the basis of race, religion, national origin, gender or ethnicity.

MIR Institute is not authorized to accept students from other counties who are on an I-20 visa and does not offer any visa services. All the instruction at MIR Institute is in English.

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.

Disclosure Statements

- ✓ MIR Institute is a private postsecondary institute approved by the Bureau for Private Postsecondary Education.
- ✓ Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento California, 95833 www.bppe.ca.gov Tel (916) 431-6959, (888) 370-7589, Fax (916) 574-8648
- ✓ 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.
- ✓ 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) or by completing a complaint form, which can be obtained on the Bureau's Internet Web site (www.bppe.ca.gov).
- ✓ MIR Institute does not have a pending petition in bankruptcy, and is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).
- ✓ MIR Institute students are required to speak English when an instructional setting necessitates the use of English for educational or communication purposes. All classes are taught in English. MIR Institute does not offer English as a Second Language.
- ✓ This institution is not approved by the U.S. Immigration and Customs Enforcement (ICE) to participate in Student and Exchange Visitor Program (SEVP) and is not authorized to issue I-20 visa, therefore this institution cannot accept applications from students from abroad who are on an F-1 or M-1 visa. This institution does not offer any visa services and will not vouch for a student status.
- ✓ MIR Institute does not recognize acquired life experience and prior experiential learning as a consideration for enrollment or granting credit towards any of its degree or certificate programs.
- ✓ MIR Institute has no dormitory facilities under its control and it does not offer housing and has no responsibility to find or assist a student in finding housing.
- ✓ MIR Institute does not offer state or federal financial aid programs.
- ✓ If a student obtains a loan to pay for an educational program, the student will have the responsibility of repay the full amount of the loan plus interest, less the amount of any refund.

Facilities

All class sessions are held at 18318 Sherman Way; Reseda, CA 91335-4442. It is located on the ground floor of medical facilities of Dr Alireza Mir-shojae. The area of the institute is approximately 2,250 sq. ft. with a front entrance and back entrance. This space is divided into a reception area, one administrative office and 3 classrooms, 4 clinic rooms and a gym for practical application of exercises that relieve myofascial pain. Restrooms are available. The classrooms are equipped 20 massage tables and 5 massage chairs, back supports, cervical pillows and rolls, foot and hand supports as well as electrotherapy stimulators systems used for physical therapy for clients as well as class sessions. The clinic rooms which are used by Dr Alireza Mir-shojae for his clinical practice as well as class practicum and are equipped with examinations tables, heat lamps, traction equipment, and electrotherapy carts with electrotherapy electrodes, TrensQe electrodes, TransQFlex, Iogel, phoresors that are used in pain management as well as TENS/Interferential/High-Volt/NMES. Students have access to a working clinic and can experience the real working conditions of a massage therapist, physical therapy aid or chiropractic assistant and observe a Pain Management Therapist practice the art of pain management using the direct Myofascial Release method. The gyp with equipment with a treadmill, dumbbells and rack, pedal exerciser and specially designed equipment used to encourage patients to exercise resistant muscle groups. Instruction is in residence with a facility occupancy level that will accommodate 40 students at any one time. The facility and equipment used fully comply with all federal, state and local ordinances and regulations, including requirements for fire safety, building safety, handicapped access and health.

Libraries

The institute has a library on campus open to students. Students have access to reference texts and materials useful in completing the program of study. Materials are to be used on campus and are available during normal class hours.

Institution Ownership

MIR Institute is a for-profit sole proprietorship registered in California. Alireza Mir-shojae is the sole owner.

Staff and Faculty Listing

Dr. Alireza Mir-shojae D.C., B.S	School Director, CEO and COO
Dr. Mohsen Mirhojaj D.D.S	Assistant Director
Dr. Honey Mohmoudi	Chief Academic Officer
Mrs. Shirim Sahebi PMT	Director of Student services

Instructors and Qualifications

Dr. Alireza Mir-shojae D.C., B.S	Physical Therapy/Chiropractic Assistant/Pain Management
Mrs Karen Noor C.M.T	Massage Therapy
Mohsen Mirhojaj	Anatomy & Physiology
Dr. Alinezar Chino PTA	Physical Therapy
Dr. Honey Mohmoudi	

Enrollment requirements

All students without a High School diploma or equivalent who demonstrate that they have the "ability to benefit" from our programs through successful completion of the Wonderlic examination are accepted pending the results of a personal interview with a counselor. All students, including those with physical or mental handicaps, are considered for acceptance according to the admissions standards stated in this catalog.

The final determination for admission is based on test results, prior education, motivation, work experience, appropriate attitude, ability-to-benefit, placement potential and general attitude for the chosen field. Applicants are assessed on an individual basis to determine the prospective student's ability to successfully complete the course of study. All students will be required to undergo a tour prior to enrollment and to sign disclosures signifying that the institution has complied with state student disclosure requirements prior to enrollment.

Students with specific physical disabilities will be assessed individually to determine the extent of their potential ability to perform in their desire career area. Students who demonstrate special needs in hearing or sight related learning disabilities will be accommodates as best as possible in selected programs. Obvious sight disabilities could disqualify some students from some programs. For students with learning disabilities, instructors can provide tutoring help to increase student learning. The institution is handicapped accessible. Previous training at a state-approved school will be considered with respect to the respective program upon demonstration of proficiency. The student must present his/her evidence of training in these areas and pass the final anatomy/physiology test. Appropriate credit (not to exceed 50% of course hours may be offered). This determination will be made and documented jointly by the School Director and respective instructors. MIR Institute does not discriminate in its enrollment practices on the basis of race, religion, national origin, gender or ethnicity. MIR Institute does not recognize acquired life experience and prior experiential learning as a consideration for enrollment or granting credit towards any of its programs.

The Application Process

The application for admissions process is as follows:

- 1) Complete an admissions application.
- 2) Complete a personal interview with an admissions representative.
- 3) Tour the school facilities with an admissions representative.
- 4) When necessary take a level or entrance test.
- 5) Receive and read all required pre-enrollment disclosures.
 - ✓ *School Catalog with the Program Outline*
 - ✓ *A School Performance Fact Sheet*
 - ✓ *Read the Enrollment Agreement before signing*
 - ✓ *Make financial arrangement to cover tuition and fees*

The Director has the responsibility to review and approve an enrollment agreement and to ensure that the applicant has met the proper criteria in accordance with admission standards. Applicants who are denied admission are notified promptly and any fees paid are refunded.

ACADEMIC POLICY

MIR Institute's attendance policy approximates the expectations found in a work situation. It is essential that each student learns the discipline of regular and prompt attendance as well as the skills involved in the allied health industry. At the time the student moves from education and training into a career, employers will be very interested in dependability and punctuality. No matter how skilled the person, an employee is valuable only when present on the job. The faculty and staff of MIR Institute consider each moment in class imperative for success. When the student is not in the classroom, the information missed cannot be recaptured. Students who are excessively absent (30% or more of classroom hours) will be placed on probation without notice. If student's attendance does not improve, the student will be dropped from the course. Students will not be readmitted without approval of the primary instructor and School Director. If a student is absent for a test he/she will be given an opportunity to retest at the earliest convenience of the instructor. Makeup classes may be required at the discretion of the instructor and with approval of the School Director. A student is considered tardy when arriving 10 minutes or more after the start of class, or leaving 10 minutes or more before the end of class. Tardiness and early departures are included in the student's attendance record of absences.

- One tardy equals one hour of absence;
- One early departure equals one hour of absence;
- One tardy and one early departure on the same day equals one day of absence.

Grading and Evaluation Procedures:

Grade reports are issued to students at the completion of each term. Grades are based on the quality of work as shown by written tests, laboratory work, term papers, and projects as indicated on the course syllabus. The grading scale is as follows:

Letter Grade	Quality Points	Percentage	Indicator
A	4.0	100 – 90 %	Excellent
B	3.0	89 – 80 %	Good
C	2.0	79 – 70 %	Average
D	1.0	69 – 60 %	Below Average
F	0.0	Below 59 %	Failing
I	0.0	-	Incomplete

Application of Grades and Credits:

The chart above describes the impact of each grade on a student's academic progress. For calculating the rate of progress, grades of F (failure), W (withdrawn), and I (incomplete) are counted as hours attempted, but are not counted as hours successfully completed. A W will not be awarded after reaching 60% of the term. Withdrawal after reaching 60% of the term will result in the student receiving a F. The student must repeat any required course for which a grade of F or W is received. Students will only be allowed to repeat courses in which they received a D or below. In the case of a D or F, the better of the two grades is calculated into the CGPA. Both original and repeated credits will be counted as attempted credits in rate of progress calculations.

A W grade is not replaced when a student repeats the course. Full tuition will be charged for any portion of the program or course lab course that is re-taken. To receive an incomplete (I), the student must petition, by the last week of the term, for an extension to complete the required course work. The student must be satisfactorily passing the course at the time of petition. Incomplete grades that are not completed within two weeks after the end of the term will be

converted to an F and will affect the student's CGPA. The school reserves the right to extend the time needed to make-up an incomplete grade.

Course Retake Policy:

The course retake policy is offered to students who have unsuccessfully completed a course and received a failing grade (F). The student will be charged tuition at the appropriate rate.

Maximum Time in Which to Complete:

Students are not allowed to attempt more than 1.5 times, or 150%, of the number of credits in their program of study. The requirements for rate of progress are to assure that students are progressing at a rate at which they will complete their programs within the maximum time frame.

Graduation Requirements:

A certificate of completion will be awarded to those students meeting the graduation requirements. Students eligible for a certificate of completion are those who have satisfactorily completed their course of study with appropriate number of quarter credits with a cumulative grade point average of 2.0 (C Average), who have passed the final exam with a letter grade of C or better, and who have fully paid all tuition charges. If a third-party is paying for your course, the school will not issue the course completion record until the course has been completely paid in full. If a student does not meet graduation requirements, records of his/her attendance and grading will be maintained through official transcripts.

Leave Of Absence

Students are entitled to take only one leave of absence during any academic year. The duration of the leave of absence may not exceed sixty days. Requests for leave must be submitted in writing to the School Director and must include an anticipated return date and be signed by the student. Failure to return to school as scheduled without prior written notification to and approval from the School Director will result in immediate dismissal. Any refund due will be made within thirty calendar days from the end of an approved leave of absence. The School Director may grant leaves of absence and/or waive interim satisfactory standards for circumstances of poor health, family crisis, or other significant occurrences outside the control of the student. It must be demonstrated by the student that the circumstances had or will have an adverse impact on the student's satisfactory progress in the academic program. No waivers will be provided for graduation requirements. Time for an approved leave of absence will not be included in the calculation of a student's maximum program length.

Attendance Probation

At least once a week, the Director monitors the student attendance cards of all active students and calls those students that have missed one or two days during that week. Students are required to have an overall attendance rate of 70% or more to meet the minimum attendance requirement of the program. A student who has consecutively missed more than one-third of the scheduled class hours in any given level or module will be put on probation until the end of the next scheduled level or module. A probation letter will be sent to that student.

Student Conduct Requirements

Students are expected to dress and act properly while attending classes. At the discretion of the school administration, a student may be dismissed from school for a serious incident or repeated incidents of an intoxicated or drugged state of behavior, possession of drugs or alcohol upon school premises, possession of weapons upon school premises, behavior creating a safety hazard to other persons at school, disobedient or disrespectful behavior to other students, an

administrator, or faculty member, or any other stated or determined infractions of conduct.

Termination, Appeal and Reinstatement

Should students find it necessary to discontinue their training, they should arrange to meet with the Assistant Director to discuss their situation and submit written notification of their request.

Students shall be terminated for failure to

- meet minimum standards for academic progress,
- meet the minimum conduct standards of the school, or
- fulfill their financial obligations according to their agreement with the school.

Whether termination of enrollment is voluntary or involuntary, students should realize that they will remain obligated for the amount of tuition and fees due the school based on the refund policy. Students have the right to appeal dismissal decisions made by the school administration by submitting a written request to the School Director describing any mitigating circumstances or conditions, which warrant special consideration. If the appeal is accepted, the student may be reinstated according to special terms and conditions stipulated by the School Director. Apart from the registration fee of \$250 there are no other administrative costs associated with withdrawal or termination.

Unofficial Withdrawal

If the student fails to attend school for more than 10 consecutive days, the school will consider the student a drop and automatically withdraw him/her from the program.

Automatic Withdrawal

A student will automatically be withdrawn from the program for the following reasons:

- ✓ Failure to attend school for 10 consecutive class days.
- ✓ Failure to return from an approved leave of absence on the scheduled return date
- ✓ Failure to maintain satisfactory progress for two consecutive modules.
- ✓ Failure to fulfill financial agreements
- ✓ Failing any course in the program twice during the one enrollment period

Appeal

Suspended or terminated students may appeal the school's decision in writing to the School Director. The School must receive the appeal from the student within three business days of being notified of the dismissal. All appeals will be responded to within ten (10) business days of receipt by the school.

Credit Evaluation and Challenge Procedures

MIR Institute does not accept credit from other schools or programs. The institution has not entered into an articulation or transfer agreement with any other school or university at this time. MIR Institute does not award credit for experiential learning.

Notice Concerning Transferability of Credits and Credentials Earned at our Institution

The transferability of credits you earn at MIR Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the credits you earn at MIR Institute is also at the complete discretion of the institution to which you may seek to transfer. If the credits

that you earn at MIR Institute 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 MIR Institute will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending MIR Institute to determine if your credits will transfer.

English Proficiency

Students are required to speak English when an instructional setting necessitates the use of English for educational or communication purposes. All classes are taught in English.

Admissions Test for Certificate Programs

The college utilizes the nationally recognized Wonderlic exam. The Wonderlic test measures students' ability to acquire and use knowledge and skills. Student's cognitive ability is also measured. The test provides the best support to interpret student capabilities across both school and work environments. A passing score has been determined by the school using the Wonderlic Exam. The school has established a passing score by pass rates of similar programs, discussion with Wonderlic representatives, and the ability for the student to gain employment within their chosen field.

The following provides the minimum score for which Wonderlic indicates a prospective student must achieve to demonstrate an ability to be successful in the occupations listed. The school uses passing scores as recommended by Wonderlic. The institute will not accept a lower minimum passing score. Wonderlic Passing Scores:

	Passing Score	Award
Massage Therapy	16	Certificate
Physical Therapy Aid	16	Certificate
Chiropractic Assistant	16	Certificate
Pain Management Therapist	16	Certificate
Hypnotherapy	16	

STUDENT SERVICES

This institution does not provide orientations, airport reception services, housing assistance or other services often afforded entering freshman at other institutions. Further, this institution maintains a focus on the delivery of educational services. Should a student encounter personal problems which interfere with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance.

Academic Advisement

There are a limited number of issues that a student will encounter. Since we offer only one certificate program, and since the course requirements are clearly presented in the institution's catalog. It is the student's responsibility to coordinate any make-up work if the student can not comply with the chosen program of the student and any alteration to any program offered by school has to be has to be preauthorized by the school director.

Career Development Services.

The Career Development staff serves as a liaison between the graduates and the business/medical community. Information on job search techniques is provided to students and graduates based on the current needs of local businesses and industry. However, no employment information or placement assistance provided by the school should be considered either expressly or implied as a guarantee or promise of employment, a likelihood of employment, an indication of the level of employment or compensation expected, or an indication of the types or job titles of positions for which students or graduates may qualify.

This assistance consists primarily of educating students in developing the ability to successfully perform these tasks as they begin to seek employment. These tasks are taught towards the end of each program.

- ✓ Preparing resumes
- ✓ Developing job interviewing skills
- ✓ Identifying job position openings
- ✓ Following up with employers after interviews
- ✓ Negotiating wages and benefits
- ✓ Securing opportunities for advancement once hired
- ✓ Developing and utilizing a network of professional contacts who can aid the job search effort

A successful job search is dependent upon the confidence, willingness, and preparedness of the applicant. Students and graduates are encouraged not to place restrictions on their job search endeavors regarding location, starting salary, and specific benefits. Any employment students or graduates may obtain through the school's assistance will, in all probability and likelihood, be an entry-level position.

Throughout their program, students receive instruction on resume preparation, market research techniques and interviewing skills. While in training, students are constantly advised regarding opportunities for job interviews, how to prepare and appear at job interviews, and how to conduct themselves during job interviews. Students compose resumes and letters of introduction. The school will offer helpful reference sources to assist students in locating firms and geographic areas offering employment opportunities related to their training.

GENERAL TERMS AND CONDITIONS

General Conduct

Students are expected to comply with school policy regarding curriculum, testing, absences, tardiness and makeup work while displaying courtesy and consideration towards instructors, staff and other students. MIR Institute defines improper conduct as the following: fighting on campus; destruction, abuse or theft of property; the use or sale of alcohol or illegal drugs on campus; sexual misconduct; and disregard for school policy. Improper conduct is cause for suspension or expulsion.

The school reserves the right to postpone training in the event of Acts of God, labor disputes, equipment failure, etc. Students will be duly notified and compensated, if applicable. All course schedules are subject to change in terms of start and completion date. Students will be notified and offered the opportunity to consent as provided by law. In cases where such change would cause undue hardship, a refund will be offered. The maximum postponement of a class start date is 90 days. The school reserves the right to withdraw a scheduled course if the registration is insufficient to warrant holding the class. All monies paid will be refunded.

Retention of Records

MIR Institute will maintain student records for five years, as required by state law. Student transcripts will be maintained permanently.

Students have a right to access their records anytime that the institution is open and during normal business hours. Students desiring to view their records may request to see their records in the school office during normal business hours or may schedule a time to review records that is convenient to both the student and the school administration.

If an appointment is made, the appointment shall be made no later than 48 hours after the student has requested to view their records. Extensions of this time shall be granted only upon decision of the student. Only the student and the school administration have a right to review student records. No outside personnel will be allowed to view records except for appropriate state regulatory, federal regulatory or accrediting agency officials or upon proper subpoena. A transcript for course work will be issued upon request by the student.

Liability

MIR Institute assumes no responsibility for loss or damage to personal property, or for personal injury, which may occur while on the campus grounds or on a field trip.

Housing Services

MIR Institute does not offer or coordinate housing. Listings of nearby apartment complexes are available as a resource aid. MIR Institute has no responsibility to find or assist a student in finding housing. Students and their parents are responsible for housing arrangements.

Schedule of Charges

Program of Study	Total Cost	Cost Breakdown				
		Registration	Tuition	STRF	Supplies	Books
		Non refundable	Refundable	Non Refundable	Refundable	Refundable
Massage Therapy	\$3,000.00	\$250.00	\$2,500.00	\$10.00	\$90.00	\$150.00
Physical Therapy Aid PT. Aid	\$2,500.00	\$250.00	\$2,000.00	\$10.00	\$90.00	\$150.00
Chiropractic Assistant	\$2,500.00	\$250.00	\$2,000.00	\$10.00	\$90.00	\$150.00
Pain Management Therapist	\$2,500.00	\$250.00	\$2,000.00	\$10.00	\$90.00	\$150.00
Hypnotherapy	\$2,500.00	\$250.00	\$2,000.00	\$10.00	\$90.00	\$150.00

The school reserves the right to change tuition and fees, make curricular changes when necessary, and make substitutions in books and supplies as required without prior notice. Any changes in tuition or fees will not affect a student already in attendance or enrolled.

Student Tuition Recovery Fund

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

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 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.

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

Cancellation and Refund Policies

You have the right to cancel the enrollment agreement you sign for a course of instruction including any equipment, such as books, materials, and supplies, or any other goods and services included in the agreement, and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation shall occur when you give written notice of cancellation at the address of the School shown on the top of the front page of the enrollment agreement. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation need not take any particular form, and, however expressed, it is effective if it shows that you no longer wish to be bound by your enrollment agreement. You will be given notice of cancellation form with this enrollment agreement and on the first day of class, but if you choose to cancel, you can use any written notice that you wish. If the school has given you any equipment, including books or other materials, you shall return it to the school within 30 days following the date of your notice of cancellation. If you fail to return this equipment, including books, or other materials, in good condition within the 30 day period, the school may deduct its documented cost for the equipment from any refund that may be due you. Once you pay for the equipment, it is yours to keep without further obligation. If you cancel the agreement, the school will refund any money that you paid, less any deduction for equipment not timely returned in good condition, within 45 days after your notice of cancellation is received.

The institutional refund policy for students who have completed 60 percent or less of the course of instruction shall be a pro rata refund. After the end of the cancellation period, you have a right to terminate your studies at this school at any time, and you have the right to receive a refund for the part of the course or program you have paid for and did not receive. You have the right to withdraw from the course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation, the school will remit a refund, less a registration fee \$250.00, within 45 days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned books or equipment.

- (A) Deduct a registration fee (\$250.00) from the total tuition charge.
- (B) Divide this figure by the number of days in the program.
- (C) The quotient is the *daily charge* for the program.
- (D) The amount owed by you for purposes of calculating a refund is derived by multiplying the total days attended by the daily charge for instruction.
- (E) The refund would be any amount in excess of the figure derived in (D) that was paid by you.
- (F) The refund amount shall be adjusted for equipment, if applicable.

If you obtain books or equipment, as specified in the enrollment agreement and return them in good condition within 30 days following the date of their withdrawal, the school shall refund the charge for the books or equipment paid by you. If you fail to return books or equipment in good condition within the 30 day period, the school may offset against the refund the documented cost for books or equipment exceeding the prorated refund amount.

Other supplemental books, tools, uniforms, supplies, medical/health certifications, Professional Organization fees, and certification exam fees required by the program must be furnished by the student at his/her own expenses. The cost of books and supplies specified above (included in the total cost of program) is an estimated cost, subject to change based on supplier prices and curricula. Any books, tools, and supplies purchased from the Institute are not returnable and the cost is nonrefundable, except as expressly specified in the refund policy section of this catalog and

the enrollment agreement.

MIR Institute reserves (and will publish a schedule of changes that will itemize all charges.), the right to change tuition and fees, make curricular changes when necessary, and make substitutions in books and supplies as required without prior notice. Any changes in tuition or fees will not affect students that are already in attendance or enrolled. Enrollment fees are not refundable.

Payment Policy

At the school's discretion, installment payments may also be arranged. Students assume the responsibility for payment of the tuition costs in full, either through direct payment or through a third party financial plan. All financial arrangements must be made before the beginning of classes. The school will contact students who are delinquent in paying tuition and fees. They will then be counseled and encouraged to make specific arrangements with the school in order to remove their delinquency and remain in good financial standing. MIR Institute accepts payment for tuition, books, equipment and other fees through cash payment, VISA, MasterCard, or personal or third party checks.

Student Grievance Procedure

From time to time, differences in interpretation of institute policies will arise among students, faculty, and/or the administration. Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the Institute Director. When such differences arise, usually a miscommunication or misunderstanding is a major contributing factor. For this reason, we urge both students & staff to communicate any problems that arise directly to the individual (s) involved. If the problem cannot be resolved in this manner, the Institute Director should be contacted. Normally, the informal procedure of "discussing" differences will resolve the problem. In addition to complaints previously stated and appeals of an academic nature a student has a right to complain to the institution. If a student wishes to file a written complaint, they may do so. All written complaints will be resolved within 10 days and will be sent to the student in writing. If a complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Bureau of Private Postsecondary Education. The student may contact the Bureau for further details. Unresolved complaints may be directed to:

**Bureau for Private Postsecondary Education,
2535 Capitol Oaks Drive, Suite 400
Sacramento California, 95833
www.bppe.ca.gov
Tel (916) 431-6959, (888) 370-7589
Fax (916) 574-8648
By e-mail to: bppe@dca.ca.gov**

**Mailing address:
Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818**

Program Descriptions

Massage Therapy Program

The Massage Therapy program consists of an introduction to bodywork providing instruction in basic anatomy and physiology of the human body, instruction in Swedish and other types of massage including reflexology, in-office massage, deep tissue massage and oscillation therapy. This program was designed specifically to prepare the student for city and country licensing requirements within the State of California and for entry-level positions in clinics, health clubs and beauty salons.

The objectives of this program of study are:

- Exhibit an understanding of the principles of the theories of therapeutic massage and demonstrate the proper techniques of massage manipulations.
- Demonstrate safety and health practices that are conducive to the hygiene of massage therapist and the client/patient.
- Explain the use of allied modalities related to massage.
- Demonstrate an understanding of human anatomy and physiology as related to the practice of massage.
- Demonstrate knowledge of basic business practices and standards.

	Lecture Hours	Lab Hours	Total Instructional Hours
Massage Therapy	64	396	460
Anatomy & Physiology & Pathology	16	24	40
Total	80	420	500

Physical Therapy Aide Program

Physical Therapy assistants and aides prepare patients and treatment area for physical therapy treatment and assist Physical Therapists with treatments such as gait training, hydrotherapy, and exercise programs. They transport patients to and from treatment area and assemble and maintain equipment and supplies. They may perform routine clerical and related tasks. They work under continuous on-site supervision of a licensed-registered Physical Therapist. Our program is designed to provide students with complete and comprehensive training as a Physical Therapy Aide. Graduates are prepared to obtain entry-level positions in a physical therapy environment

The objectives of this program of study are:

- Describe anatomical structure, function and dysfunction of the human body related to the practice of physical therapy.
- Assist the physical therapist with various treatments/procedures.
- Demonstrate ethical and legal practice as a physical therapist assistant.
- Respond to patient's needs as reflected in the Patient's Bill of Rights.
- Demonstrate safe administration of all physical agents.
- Demonstrate use of exercise, assistive/supportive devices and specialized equipment.
- Perform routine maintenance of equipment.
- Disinfect and sterilize materials and equipment.
- Respond to acute changes in physiological state.

	Lecture Hours	Lab Hours	Total Instructional Hours
Anatomy and Physiology	30		30
Externship/internship		270	270
Total	30	270	300

Chiropractic Assistant

The Chiropractic Assistant program orients a student in the philosophy, science and art of chiropractic. Students acquire specialized training in chiropractic administrative office, procedures and technical skills for assistants of Doctors of Chiropractic. Our program is designed to provide students with complete and comprehensive training as a Chiropractic Assistant. Graduates are prepared to obtain entry-level positions in a Chiropractic office environment.

The chiropractic assistant assists the chiropractor in the two criteria for a successful office: patient management and office management. The C.A. may be actively involved in patient care by performing such tasks as a new patient interview, education of the patient. The chiropractic assistant also aids with office management by using the telephone to make appointments, collecting money, billing insurance companies and performing many other related tasks. Since a new patient's impression of the office is formed by the initial contact, the role of the chiropractic assistant is extremely important in developing a good first impression.

The objectives of this program of study are:

- Learn about basic spinal anatomy.
- Investigate the musculoskeletal and nervous system anatomy.
- Learn the common vocabulary terms related to chiropractic.
- Learn about the duties of a chiropractic assistant.
- Learn about medical records and the skills related to great medical records note taking
- Identify some of the keys to working with worker's compensation and motor vehicle collision cases.
- Discover what "informed consent" is and how to apply this to chiropractic care.
- Learn about the presenting signs and symptoms of common cardiovascular emergencies that you may or may not ever see in chiropractic practice.
- Learn about patient's rights.

	Lecture Hours	Lab Hours	Total Instructional Hours
Vital Signs & Physical Therapy	30		30
Externship/internship		270	270
Total	30	270	300

Hypnotherapy Program

Hypnosis is not a trance where the Hypnotherapist controls the actions of the subject, but rather a state of mind-fullness that allows people to relax and control their own minds and body functions. Hypnotherapists help people use the powers of their minds to increase motivation, change behavior, and promote healing. Hypnotherapists induce a hypnotic state in others in order to bring about a desired effect, such as increasing motivation or changing a behavior. They may also train people in self hypnosis techniques. Hypnotherapists use hypnosis to help people tap into the power of their own minds to help themselves. Hypnosis has been proven to work in literally hundreds of ways, from helping people stop smoking to easing the pain of childbirth.

The objectives of this program of study are:

- To prepare students for practice hypnotherapy using the most modern therapeutic skills and modalities.
- To prepare students to begin their practices and careers as hypnotherapist.
- To develop a large base of knowledge and skill in a multitude of hypnotherapy specialties.
- To prepare students for safe and ethical practice as a hypnotherapist.

	Lecture Hours	Lab Hours	Total Instructional Hours
Introduction to Hypnotherapy	30		30
Externship/internship		70	70
Total	30	70	100

Pain Management Therapist Program

Pain Management Therapist program is designed to provide students with complete and comprehensive training in pain management using the direct Myofascial Release method. Myofascial release refers to the manual massage technique for stretching the fascia and releasing bonds between fascia and integument, muscles, and bones, with the goal of eliminating pain, increasing range of motion and balancing the body. Direct Myofascial Release seeks for changes in the myofascial structures by stretching, elongation of fascia or mobilizing adhesive tissues.

The objectives of this program of study are:

- Exhibit an understanding of the principles of the theories of therapeutic massage and demonstrate the proper techniques of massage manipulations.
- Demonstrate safety and health practices that are conducive to the hygiene of massage therapist and the client/patient.
- Explain the use of allied modalities related to massage.
- Demonstrate an understanding of human anatomy and physiology as related to the practice of massage.
- Demonstrate knowledge of basic business practices and standards.
- Describe anatomical structure, function and dysfunction of the human body related to the practice of physical therapy.
- Assist the physical therapist with various treatments/procedures.
- Demonstrate ethical and legal practice as a physical therapist assistant.
- Respond to patient's needs as reflected in the Patient's Bill of Rights.
- Demonstrate safe administration of all physical agents.
- Demonstrate use of exercise, assistive/supportive devices and specialized equipment.
- Perform routine maintenance of equipment.
- Disinfect and sterilize materials and equipment.
- Respond to acute changes in physiological state.
- Learn about basic spinal anatomy.
- Investigate the musculoskeletal and nervous system anatomy.
- Learn the common vocabulary terms related to chiropractic.
- Learn about medical records and the skills related to great medical records note taking
- Identify some of the keys to working with worker's compensation and motor vehicle collision cases.
- Discover what "informed consent" is and how to apply this to chiropractic care.
- Learn about the presenting signs and symptoms of common cardiovascular emergencies that you may or may not ever see in chiropractic practice.
- Learn about patient's rights.

	Lecture Hours	Lab Hours	Total Instructional Hours
Chiropractic Assistant	30	70	100
Physical Therapy Aides	30	270	300
Massage Therapy	80	420	500
Externship/internship		300	300
Total			1000

Licensing Information

- ✓ **Certificate Hours:** In all cities, hourly requirements for licensing are strictly based on certificate hours (classroom time) only. As a rule, work experience and non-school related internships/externships will not be accepted for licensing hour requirements.
- ✓ **Application Costs:** The cost of most initial applications varies between cities. For the most up-to-date information, please call your local licensing agency.
- ✓ **License Renewal:** Each year, you must renew your license/permit. Different cities charge different fees. Almost all cities in the Los Angeles area charge less than \$75 for renewals. For the most up-to-date information, please call your local licensing agency.
- ✓ **Licensing Calendar:** In most cities (especially LA City) licenses are only effective on a calendar year basis. Thus, it is highly recommended that you apply for a new license/renewal at the beginning on a new calendar year. Most cities will not pro-rate the cost of your license even if you get the license in November. Thus, you will still have to renew your new license by December 31st of that same year. In most cities (Especially LA City) if you ever fail to renew your license you must restart the whole licensing process in order to get another valid license.
- ✓ **Fingerprinting:** Almost every city requires you to provide their police commission with a set of your fingerprints. The average cost of fingerprinting is about \$50.
- ✓ **Massage Examinations:** Some cities require you to take a test in order to get your license. These tests usually involve a combination of both written questions and a practical demonstration of your technique. In most cases the applicant must pay an additional fee for taking the licensing test. For the most up-to-date information, please call your local licensing agency.
- ✓ **Processing Time:** The processing time varies from city to city. In some cities, you can pay an additional fee to help expedite the process.
- ✓ **Off-Premise Permit:** Some cities require you to obtain an additional permit if you want to go from home to home to provide massage services. Of course, this additional permit may cost you additional money. Also, it is important for you to know that it may be illegal to provide massage services to the public in your own home. For the most up-to-date information, please call your local licensing agency.
- ✓ **Medical Facilities:** In many cases you can work under the license of a chiropractor, physical therapist and/or medical doctor. However some chiropractors, physical therapists and/or medical doctors will still ask you to have a license if you want to work for them.
- ✓ ***Physical Therapy Aides/Chiropractor Assistants** do not need a license to work as a Physical Therapy Aide/Chiropractor Assistant. Physical Therapy Aides/Chiropractor Assistants must always work under the direct supervision of a Physical Therapist/Chiropractor and/or Medical Doctor.

The school has an open enrollment period and start dates are assigned upon the number of students enrolled.

Holidays 2012

New Year's Day	January 1
Martin Luther King Day	January 16
President's Day	February 20
Memorial Day	May 28
Independence Day	July 4
Labor Day	September 3
Veterans Day	November 11
Thanksgiving Day	November 22

Winter Holidays will last from December 21, 2012 until January 2, 2013

Students wishing to be absent on other nationally recognized holidays must request so in writing to the Program Director at least three school days prior to the holiday.

School Catalog Receipt

I have received a copy of the school catalog that contains the rules, regulations, course completion requirements, and costs for the specific course in which I have enrolled.

Print Name:
Signature:
Social Security or Student number: