

2016 CATALOG

Bodhi Panya Institute
38 Bryant Street, Suite 3
San Francisco, California 94105
Telephone: (415) 644-0804
Email: info@bodhipanya.com
www.bodhipanya.com

We welcome you!

Welcome to Bodhi Panya Institute, the Bay Area's only school exclusively focusing on Traditional Thai Massage.

Deeply rooted in the teachings and practices of Chaing Mai, Thailand, our program guides students towards mastery of this ancient and revered healing practice.

In our program you will encounter one of the fastest-growing trends in the massage therapy field. Furthermore, if your intention is to further study in Thailand you will be ready to go.

Competitively priced, our program offers an installment-payment program. Students desiring certification may independently study towards taking exams from various certification and licensing agencies such as the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) exam and/or the Thai Healing Alliance exam. BPI does not guarantee any licensure.

Our teaching staff is a dedicated and diverse group of certified massage professionals and teachers from Thailand and the Bay Area. Together they have combined their educational and professional experiences into creating an exciting and relevant curriculum focusing on Traditional Thai Massage.

All classes will be held at our location at 38 Bryant Street, Suite 3, San Francisco, California 94105. We are located in the South of Market Area ("SOMA") of San Francisco known for its San Francisco fun and flair, students will be able to study nearby the waterfront by the Embarcadero. This location is easily accessible by transit and is surrounded by many fun eateries.

We are always pleased to meet inquirers and ask that you please visit us on-site by appointment or online at: www.bodhipanya.com.

Students always wonder about career potential in Thai Traditional Massage and the news is good. Following are some findings from recent reports:

U.S. Dep't. of Labor employment statistics for 2012 through 2020 indicate a steady rise in employment opportunities in the massage field in general, predicting a 20% increase.

Industry Web site Massage Therapy.com reports that California has the most workers in this field in the nation with the city of Napa being the epicenter for the highest employment rate. Remarkably, both of the most popular Asian forms of massage—Traditional Thai and Shiatsu—don't place at all in the primary and secondary lists of most-used massage modalities, with Swedish topping both lists. BPI views this as an excellent reason for operating a school focusing solely on Traditional Thai Massage, thereby locally training more massage therapists in this modality, which, in turn, leads more spas to hire once word of this program is out.

The International Spa Association touts Traditional Thai Massage as one of the massage therapy trends to watch. Quite simply, more and more customers are demanding it and in turn, spas are hiring more and more therapists trained in this modality. BPI is uniquely-positioned in the Bay Area to both train and provide therapists trained in Traditional Thai Massage.

Yoga and Traditional Thai Massage go together. Yoga is a booming business in the U.S. but particularly in the Bay Area, specifically San Francisco. Historically these concepts were often mastered together as a whole healing process with shared emphasis on guided breath, joint mobilization using stretches, etc. Anecdotally, we often hear clients from the table say “I recognize that stretch from my yoga class” and this is no accident nor coincidence.

We have compiled a list of Web articles relevant to “Career Potential in Traditional Thai Massage” and we invite you to read and inform yourself about this wonderful path you may walk:

http://www.amtamassage.org/infocenter/economic_industry-fact-sheet.html?src=navdropdown

http://www.massagetherapy.com/media/metrics_message_therapists.php

http://www.massagetherapy.com/articles/index.php/article_id/1519/Misunderstood-Modality

<http://www.massagetoday.com/mpacms/mt/article.php?id=13688>

<http://thaihealingalliance.com/about-thai/>

<http://money.usnews.com/careers/best-jobs/massage-therapist>

HISTORY & MISSION STATEMENT

For nine years Suchada Thai Massage has successfully operated as a healing arts business offering Traditional Thai Massage in its three Soma locations. Founding CEO--Duangpatra “Apple” Pratapjai—a native of Chaing Mai, Thailand, long desired to create a local school in the Bay Area where people can study and prepare for careers in Traditional Thai Massage. Building on her educational and work experiences in Chaing Mai, as well as locally, she will open the Bodhi Panya Institute.

Bodhi Panya Institute offers authentic, high-quality training in Thai Massage—as practiced today in Thailand—in our program that is deeply rooted in Traditional Thai massage of centuries past.

Our mission is to provide quality training and affordable education in Traditional Thai massage. Students will be able to perform Thai massage sequences that run 60, 90 and 120 minutes long.

- Students will be able to comprehend and verbally articulate the contents of traditional Thai massage, e.g. Sen lines, yoga stretches, breath support, use of aromatherapy, use of topical, herbal lotions and creams, as well as hot herbal packs and their applications, among other things.
- Students will learn how to choose which therapeutic oils to apply for certain health issues, such as stress, sore muscles, among many others. This also applies to aromatherapy oils that are heated by candles that fill the air surrounding a client with therapeutic healing properties.
- Students will learn self-care that helps protect them against injury while on the job, such as body mechanics that help to alleviate lower back strain, or repetitive stress issues in the hands.
- Students will gain knowledge in pathology that aids them in identifying health and hygiene problems, massage contraindications and how to address problems with the various massage therapies they are learning.
- Students will learn business practices and proper client-therapist ethics that will help them thrive as employees or business owners should they choose those routes post-graduation.

Instruction at Bodhi Panya Institute is for anyone with at least a high school education or equivalent (G.E.D.) and an interest in learning Traditional Thai Massage.

Our goal is to prepare and graduate highly trained practitioners in Traditional Thai massage who are qualified and well-prepared to gain immediate employment in the field of massage.

PROGRAM OVERVIEW

Thai Massage an act of meditation for both giver and receiver. With roots deep within India's Ayurvedic traditions Traditional Thai Massage is the manual therapy of traditional Thai medicine. Despite such roots Thai culture, cuisine, medicine, and spirituality are different than those of India. Thai Bodywork has been developed over 2000 years of continuous practice with definite regional and teacher lineage variations. It is a growing and evolving form of healing touch, one incorporating the best stretches from traditional Hatha Yoga and the depth of Ayurvedic medicine. It is part of the Metta meditation of Thai Buddhism. Deeply therapeutic Thai Massage is known to be both challenging and intimate, as well.

Sometimes called "applied yoga" or "yoga for lazy people" Traditional Thai Massage is often combined with herbal applications and spiritual healing to treat the whole person. Receiving Traditional Thai Bodywork is unlike anything in the West. This treatment is performed fully clothed on a comfortable bodywork futon. Clothing that you would wear for yoga is perfect; long pants are required.

The therapist applies pressure along a series of energy lines called Sen Lines. Then there is a complete series of stretches and mobilizations applied to the entire body. The average two-hour treatment is very interactive. Traditional Thai Massage is beneficial for very active people as well as those with a sedentary lifestyle.

You will learn a form of ancient massage as it has been practiced in Thailand for almost 2000 years. Your training will be the same as you would receive in many Thai schools today. This workshop will feature the Northern-style of Thai Massage as taught in the city of Chiang Mai and so it may differ from treatments you have had in the southern portion of Thailand or on the popular tourist islands. There are energy holds, blood flow restrictions, visceral palpation, and techniques that put this form of bodywork in the therapeutic category. This is floor-based bodywork. Instruction will include technique and theory.

Sequences in supine, prone, side-lying, and sitting positions will be taught and practiced. Emphasis will be placed on learning safe and effective therapist body mechanics. You will learn a Thai Massage sequence that is more than two-hours long. This beautiful and ancient bodywork form has become internationally popular. This workshop will deepen your bodywork skills and introduce you to one of the most beautiful and powerful hands-on healing forms in the world

Our program is designed to prepare students to become professional massage therapists and gain state licensure as a Certified Massage Therapist. Students will acquire and be able to demonstrate basic massage skills, specifically in Thai massage along with meeting these objectives:

- Describe and name basic anatomical landmarks
- Describe the basic ethics of professional massage therapists
- Create a hypothetical business model
- Describe basic industry pathology, safety and hygiene protocols
- Show proficiency in client communication and intake/interview protocols
- Demonstrate a professional Thai massage with taught techniques and methods
- Demonstrate safe and healthy body mechanics and self-care required for maintaining massage therapist health.

COURSE DESCRIPTION

Bodhi Panya Institute offers a 500-hour Traditional Thai Massage Program. The 500-hour Traditional Thai Massage Program consists of the following:

Course Description	Clock Hours Required
Swedish Massage	60
Anatomy, and Physiology, Kinesiology	102
Business & Ethics	30
Pathology	54
Deep Tissue Massage	60
Thai Massage	90
Foot Reflexology Massage	30

PROGRAM TOTAL: 500 Hours

Swedish Massage: This course introduces students to the basic skills needed in massage therapy. Open to new students of massage therapy, this course will provide the foundation that the student will use throughout the program and into the field. Students will learn basic muscle manipulation

Anatomy, Physiology, Kinesiology: This course includes an introduction to anatomy and physiology and the basic structure and function of the muscular, skeletal and integumentary systems of the human body. Students will learn terminology and functional anatomical structures with a detailed study of the origin, insertion and action of the major muscles of the human body.

Business & Ethics: Students learn to build a professional image as a massage therapist. Topics will include certification and licensing along with preventing inappropriate advances and contact of an inappropriate nature. At the conclusion of this course, the student will be able to apply laws and regulation regarding massage therapy on both the State and Local government levels.

Pathology: Student will learn how to assess a patient's posture. Starting at the feet, then ankles, knees, hips, shoulders, neck and position of head they will begin to learn about how certain postures lead to pathological conditions that eventually lead to pain.

Deep Tissue: This course will be hands-on and gives the student an understanding of the use of deeper strokes including trigger point, myofascial release, and cross fiber friction. Students will also learn how to apply deeper pressure without causing strain on their bodies. The benefits of deep tissue massage are removing constricted or cramped muscles, which alleviates the discomfort.

Thai Massage: Students learn the fundamental concepts, history, and philosophy of Ayurveda, the ancient Indian healing system in which Thai Massage has its historical roots, along with practical methods of applying Ayurvedic knowledge to deepen the therapeutic quality of Thai Yoga practice

Foot Reflexology: Students learn and practice the traditional form of hand and foot reflexology. Reflexology is based on the belief that all parts of the body are reflected in the feet and hands and by applying gentle pressure to these areas can affect the corresponding part of the body and help to restore balance.

CLINIC: Bodhi Panya Institute's clinical hours are designed to give students hands-on experience of massage while under the supervision of our instructors. This practical requirement gives the student an opportunity to apply their

massage technique on varying body types; the clinic will represent real world experiences.

STUDENT OBJECTIVES

Objective - Preparing Students for Successful CMT futures: Bodhi Panya Institute has created a well-rounded program that directs students along a path to success as practitioners of Traditional Thai Massage. You will be prepared to teach, work for a massage business or run your own business. Our business and ethics class takes you through the necessary steps and removes the mystery of it all: marketing, billing, insurance, etc. Included in this class is the path to taking and passing the correct exams for certification agencies.

Objective - Certification: All of our programs guide students to acquire California State licensure as a Certified Massage Therapist (CAMTC), as well as to sit for these exams and be awarded certifications by the Thai Healing Alliance, National Certification Board and the SF City/County massage license.

Objective - Employment: Bodhi Panya Institute does not offer a job placement service but does keep track of employment opportunities by networking with businesses and professional organizations in the Bay Area. Students should be sure to sign-up on our email list in order to receive regular eBlasts about jobs and internships. The Director of Student Affairs handles this.

PROGRAM DURATION/COMPLETION

Bodhi Panya Institute offers a 500-hour Traditional Thai Massage Program. Our program meets five days a week for six hours each day. A student will complete our program in 16 weeks, 3 days, and 2 hours. The program consists of 426 classroom hours and 74 hours of student clinic experience.

CERTIFICATE OF COMPLETION

Upon completion of our program course-work, successful exam results and payment of all program fees students will be awarded a certificate of completion to send to the aforementioned examination and certification agencies.

PROGRAM CONCENTRATIONS

- *Safe Massage Therapist Practices:* body mechanics, self-massage
- *AP&K: Anatomy, Physiology and Kinesiology:* learn the various systems of the body, how it is designed, how it moves. Foci: skin/integumentary, muscular, skeletal, nervous system. Muscular: origins, insertions, actions, kinesiology/movement.
- *Pathology, Contraindications, Common Injuries & Complaints, Health & Hygiene:* learn what negatively impacts the health of the bodily systems; what cures work and don't work; when is massage good and what must the massage therapist be cautious about. How disease alters the body.
- *The Business & Ethics of being a Massage Therapist:* learn business essentials and create your own simple business; how to ethically interact with your clients (creating boundaries); building trust with your clientele; spreading the work: old school marketing and social networking; pros &

cons of working for yourself vs. others; job interviewing; resume & cover letters.

- *Stretching & Mobilization & Breathing*
- *Massage Theory & Practice*: foundations & skills, instructor-guided hands-on/in-class practice, short lecture w/technique demos, body mechanics, communications, practitioner self-awareness
- *The Student-Client Practice Clinic*

PROGRAM SCHEDULE

Weekdays: 9am-Noon; 1pm-4pm

GRADUATION REQUIREMENTS

- Complete all class work
- Complete all make-up assignments
- 426 classroom hours + 74 clinic
- Attendance: perfect
- 70% correct or better test answers
- Passing score on hands-on exams
- 15 practice massages: complete with documentation outside class
- Anatomy Coloring Book completion
- Complete all reading assignments
- Kinesiology & Oral Project: hands-on, written, oral
- Referral List: create one
- Case Study: complete with documentation outside class: 5 sessions
- Payment in full of tuition and all fees

ATTENDANCE POLICIES

Please register for each class. We will inform if class is full.

Please remember to bring sheets to each class.

Make-up Policy: to complete the program you must arrange to make-up for missed classes within 6 months of the missed class date. This is done on a space-available basis but can also be done directly with the instructors pending their availability. Cost is \$50 per hour; please pay this fee directly to the instructor who will report your make-up hours to the Chief Academic Officer. When making-up missed classes in a class you must stay for the whole class, not just a part of it. Students may not miss more than 3/three hours without having to earn make-up hours. Students may not miss more than 25% of their entire class or they must discuss options to transfer to another class with the Chief Academic Officer.

Punctuality: please do not disturb our good learning environments with tardiness. Arriving 15-minutes after class starts is being officially late. Patterns of late arrivals may result in mandatory make-up time at student expense. Chronic tardiness will result in dismissal from the program.

Students must commit themselves to attend all classes and in the case of unavoidable circumstances, make arrangements for private tuition.

Non-attendance is very disruptive to fellow students as each group works in pair's, therefore Bodhi Panya Institute reserves the right to expel without refund any student missing three or more classes.

We reserve the right to: 1. cancel courses due to under-registration, and to offer places for a later date; and 2. to change tutor or venue if necessary.

Prior to enrolment, please inform Bodhi Panya Institute of any physical or mental ailment, past or present that you think might affect your study.

All course materials provided are solely for your personal, non-commercial use and may not be copied, reproduced, republished, modified, uploaded, posted, transmitted, or distributed in any way, including by e-mail or other electronic means, without the express prior written consent of BPI in each instance.

FACULTY

Tim Holt:

License: CAMTC #30631

Education: Body Therapy Center, Judith McKinnon Institute, Buntautuk Traditional Hospital, AMTA Sponsored Sports Massage, Shiatsu Mentor Shinji Morimoto, Institute of Thai Massage-Chiang Mai, Thailand, Massage Therapy Institute, Thai Massage Mentor Pichest Boonethume

Experience: therapist (more than twenty years): Indian Springs Spa, Golden Haven Spa, Nuvo Spa, Private practice Kobe, Japan. Current private practice; Sebastopol, CA.

Experience: teacher (more than twenty years): East West Massage School, Massage Therapy Institute, Dimond Light School, Sonoma College, Harbin Sch. of Shiatsu and Massage

Experience: spa massage staff training (more than twenty years): Fairmont Sonoma, Spa Du Soleil, Meadowood Resort

Randi Kofsky:

License: CAMTC #108717

Education: Milne Institute, Old Hospital Chiang Mai, Thailand, Alive & Well Institute, San Francisco School of Massage, B.A. New York University, M.A. San Francisco State University

Experience: (more than eight years) clinical counselor, bodyworker/therapist: Suchada Traditional Thai Massage, UCSF Recreation Centers and The Women's Health Resource Center at California Pacific Medical Center where she specialized in Pre/Post-Natal Bodywork. She is also certified in Massage for people with Cancer. Innerwave Bodywork (owner)

Pratapjai Duangpatra:

License: CAMTC #21163

Education: San Francisco School of Massage 500-hour program, Traditional Thai Massage, Advanced Thai Medical Massage, Massage for Women Health Care, Thai Pregnancy Massage, Thai Foot Reflexology: Wat Poh School of Massage, Bangkok, Thailand, 2005

Experience: (more than eight years) founding owner Suchada Thai Massage LLC, San Francisco.

PAYMENTS & REFUND POLICIES

Bodhi Panya Institute does not have a financial aid program. However, by choosing one of our payment plans you may pay as you study at the lowest cost for classes. We do not participate in Federal or State financial aid programs; however, if a student does obtain such a loan, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds.

PAYMENT OPTIONS

Total Charges for Period of Attendance: \$5,450.

Estimated Schedule of Charges for Entire Educational Program: \$5,450.

- Payment Option 1: Pay in full: \$5,450 (\$5,200 tuition plus \$250 registration fee)
- Payment Option 2: Pay in monthly installments: total of 4 months - the first payment shall be \$1,550 (\$1,300 installment payment of tuition plus \$250 registration fee) and shall be payable on or before the first day of class. Thereafter, three (3) monthly installment payments each in the amount of \$1,300 will be payable on the 1st day of each month.
- Please contact the Chief Academic Officer to arrange a payment plan. As long as payments are made on time there are no fees for a payment plan. When all fees are paid in full all certificates and transcripts will be available to the student. Our intention is for students to pay for classes as they complete them.
- If a payment plan has been agreed between BPI and a student, and the student fails to complete the course any outstanding course fees will still be payable.

FEES INFORMATION

- Fees cover registration, all course tuition, examination fees and manuals where appropriate, provision of base carrier oils and the use of massage tables.
- 500-hour Traditional Thai Massage Program Tuition: \$5200
- \$25 Drop Fee:
- \$25 Transfer Fee:
- \$50 Hourly tutorial rate to make-up missed class-work.
- \$250 Registration Fee (nonrefundable)
- \$0 STRF Fee

LEAVING THE PROGRAM: COSTS & REASONS: REFUNDS

When you choose to leave the program:

- A student has the right to cancel and obtain a refund of charges paid through attendance at the first session, or the seventh day after enrollment, whichever is later:
 - Full refund minus our \$250 Registration Fee payable by BPI within 30 days of documented drop date.
- Cancelling after the attendance at the first session or after the seventh day of enrollment, whichever is later:
 - Pro-rated refund based on documented class-time used by you; BPI keeps \$250 Registration Fee. You will not receive credit for these class hours.
- Transfer Policy
 - Pay \$25 Transfer Fee to transfer tuition from the registered program to another program up to 48-hours prior to Class One.

When BPI asks you to leave the program:

- Attendance: missing three or more classes results in expulsion with no refunds.
- Non-Completion of Course: students failing to complete the course will not receive any refunds.
- Disruptive Behavior: regular behavior found disruptive by teachers and fellow students may result in expulsion with no refunds.

OTHER SITUATIONS & FEES

Full Refund to Student:

- BPI reserves the right to:
 - cancel courses due to under-registration, and to offer places for a later date
 - discontinue program in entirety

Make-Up Rate:

- Pay \$50 Tutorial Rate for each hour you must make-up with private coaching. You may miss no more than three hours before this rate applies.

CREDENTIALS AND MEMBERSHIPS

We take the confusion out of understanding and applying for professional credentials and memberships that help to shape your career as a CMT. Upon completion of our 500-hour Traditional Thai Massage Program you may choose to certify to work in California and these agencies would apply: CAMTC (mainly) and San Francisco Dep't. of Health. CAMTC certification allows you to work anywhere in CA while the SFDH only allows you to work in the County and City of San Francisco. The agencies below have diverse certification requirements so we ask that you visit their FAQ Web pages first then contact us for clarifications; BPI's role is only to advise students which is no way guarantees jobs or licensure.

- a. ABMP: Associated Bodywork and Massage Professionals
- b. CAMTC: CA Massage Therapy Council: (Certified Massage Therapist with 500-hours of study; required to work in CA.)
- c. THA: Thai Healing Alliance
- d. NCBTMB: National Certification Board for Therapeutic Massage and Bodywork
- e. San Francisco Department of Health.

FACILITIES & EQUIPMENT

Your studies will actually take place in the working Traditional Thai Massage settings of Suchada Thai Massage. All classes will be held at 38 Bryant Street, Suite 3, San Francisco, California 94105 (at the Embarcadero). Imagine studying on location in a working spa using the same equipment and spaces that the professionals use daily: mats, tables, hot towels, herbal remedies, aromatherapy oils, etc. Our spas are designed to resemble what one finds in Thailand now, another added bonus to studying with BPI.

HOUSING

Bodhi Panya Institute does not provide housing, dormitory or lodging facilities for students. There are numerous rental options available in San Francisco. Rental costs vary based on length of stay. Nightly rates range from approximately \$100 - \$300. Weekly rates range from approximately \$265 - \$1000. Monthly rentals range from \$1,000 to significantly more, depending upon the rental. The Chief Academic Officer can provide a list of resources available to search for available rentals, but cannot assist with the rental process.

STUDENT SERVICES

● *Library & Resource Material:* Bodhi Panya Institute provides on-site educational resources and in the future will provide online resources on our Website (www.Bodhipanya.com).

At our Bryant Street location students will find a lending library on shelves with books and magazines related to Traditional Thai massage as well as peripheral topics: general massage therapy, trade publications, Thai history & culture, anatomy & physiology, etc. Our policy is to continually update and expand the library resources as new material regarding Traditional Thai massage becomes available. Students may check out materials for up to five days for their personal use at no charge. The lending library is open to student seven days a week from 10 am to 8 pm.

In addition, we will be posting material on our website relevant to Traditional Thai massage, including the educational resources of the Thai Healing Alliance and instructional videos for massage technique.

● *Academic Advising:*

- One-on-one tutoring: BPI offers academic advising Monday through Friday 10 am to 6 pm by appointment. Private coaching needs, especially for make-up assignments, are arranged directly with the teachers.

- Skill Share classes: BPI offers regular skill share classes before 10am on non-class days; these are generally arranged with respect to coordinator availability.

LEGAL DISCLOSURE, RULES, ACADEMIC STANDARDS

APPROVAL; ACREDITATION

Bodhi Panya Institute is a privately owned institution approved by the California Bureau for Private Postsecondary Education. Bodhi Panya Institute is not accredited by any accrediting agency recognized by the United States Department of Education.

NO GUARANTEE OF LICENSURE OR EMPLOYMENT EXPRESS OR IMPLIED

Completing training at Bodhi Panya Institute is not a guarantee that you will receive a license to practice massage. Completion of training at Bodhi Panya Institute does not guarantee employment upon completion of requisite course work and licensure.

Helpful Web links: Agencies for Certification:

- <http://thaihealingalliance.com/>
- <http://www.abmp.com/>
- <http://www.amtamassage.org/>
- <http://www.imagroup.com/>
- <http://www.americanmanualmedicine.com/>
- <http://www.ncbtmb.org/>
- <http://www.ahha.org/>
- <http://www.ahmaholistic.com/>
- <http://www.issseem.org/>
- <http://www.healingartsnetwork.org/>
- <http://www.arcb.net/>

Helpful Web links: Agencies for Certification:

- <http://www.sfmassagesupply.com/>

Helpful Web links: CMT Info Resources:

- <https://www.bodysensemagazine.com/home.html>
- <http://www.messageandbodywork.com/>
- <http://www.massagereview.com/>
- <http://www.massagetherapy.com/>
- www.sfdph.org/dph/EH/Massage

San Francisco Department of Public Health, Environmental Health
& Massage Permitting

- www.sfordinance.com

Coalition for Responsible Massage Regulation
(group that lobbied for ratification)

- <http://www.successbeyondwork.com/>

CMT marketing and business resource

CALIFORNIA CERTIFICATION REQUIREMENTS

While certification through the California Massage Therapy Council (“CAMTC”) is not mandatory to practice massage in California, CAMTC certification is advised and necessary for most practical purposes. CAMTC requires the following for certification:

1. Minimum of five hundred (500) hours of massage therapy training from a BPPE approved school (such as Bodhi Panya Institute).
2. At least one hundred (100) of the five hundred (500) hours must be from training in Anatomy & Physiology, Contraindications & Pathology, Business & Ethics and Health & Hygiene.
3. Passing of the MBLEx.
4. Official transcript from a BPPE approved school (such as Bodhi Panya Institute).
5. Passing a live-scan fingerprint evaluation provided by the Department of Justice.
6. Submission of valid photo identification.
7. Fee of one hundred fifty dollars (\$150.00).

Bodhi Panya Institute provides Massage Therapy students with sufficient preparation to apply for the voluntary 500 hour Massage Therapist statewide certification available through the California Massage Therapy Council (CAMTC).

ADMISSION POLICIES

All qualified students shall be over the age of 18 and must possess at least a high school diploma or its equivalent (G.E.D.). All instruction takes place in English and students must, at a minimum, be able to read, write and speak English fluently. We do not currently offer a testing or admission option for ability-to-benefit students (students who do not possess a high school diploma or G.E.D.). Successful applicants must demonstrate the ability to fulfill program requirements through the admissions interview process.

MINIMUM ACADEMIC STANDARDS

- Fluency in English: conversational, reading, writing.
- Successfully completing the Application for Admission form.
- Education: H.S. diploma or equivalent (G.E.D.)
- Interview with the Chief Academic Officer
- Age Requirement: 18 and older
- Pay the required program tuition amounts and other relevant program fees (if applicable).

LANGUAGE PROFICIENCY

The language of instruction at Bodhi Panya Institute is English, and educational programs are taught in no other language at this time. Bodhi Panya Institute does not provide English language services such as ESL training, and determines English language proficiency through the prospective student interview process conducted prior to admission.

INTERNATIONAL STUDENTS

Bodhi Panya Institute does not currently participate in federal programs that authorize a school to accept international students for training. We are unable to assist international students with acquiring a student visa.

RECOGNITION OF CREDITS TRANSFERRED FROM OTHER INSTITUTIONS

Upon enrollment, the student will be asked to list any previous education, training, or experience related to the proposed field of training (experiential learning). If relevant training is sufficiently thorough and relevant, and adequately performed as evidenced by passing grades on an official transcript or through other means in the discretion of Bodhi Panya Institute, appropriate credit may be allowed in the sole discretion of Bodhi Panya Institute, pending proper documentation and proof of study. Specifically, in order to qualify for transfer credit, the prior education must evidence a grade point average of at least 3.0 or equivalent from an approved institution. Award for prior credit is typically provided at no additional tuition cost to the student, but is assessed on an individual basis in the sole discretion of Bodhi Panya Institute. Tuition adjustments for transferred credit will be based on the clock hour value of the program tuition charged. Financial credit will be equal to the hours transferred multiplied by the tuition per-hour for the program of study at Bodhi Panya Institute less books, registration, and Student Tuition Recovery Fund fees (when applicable).

Bodhi Panya Institute does not grant credit for professional experience, non-credit classes, or classes or programs completed from institutions not recognized by the state of California or an appropriate accrediting bureau recognized by the Department of Education or by the National Certification Board for Therapeutic Massage & Bodywork.

Bodhi Panya Institute has not entered into an articulation or transfer agreement with any other school, college or university.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Bodhi Panya Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the 500-hour Traditional Thai Massage Program is also at the complete discretion of the institution to which you may seek to transfer. If the certificates 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 the Bodhi Panya Institute to determine if your certificate will transfer.

STANDARDS FOR STUDENT ACHIEVEMENT

Bodhi Panya Institute applies a standard for satisfactory completion of educational obligations for all of its programs. Failure to successfully meet these requirements may result in cancellation of the enrollment agreement and termination of a student's enrollment. In order to demonstrate satisfactory academic progress and student

achievement, students must attain a minimum cumulative letter grade of “D” or better at the end of the first 25% of the program, “C” or better by program midpoint, and “C” or better upon graduation. A minimum course letter grade of “C” or better and minimum course attendance of eighty percent (80%) or better must be achieved in any individual course, or the student will be provided warning for a maximum four month period, and then placed on probation upon expiration of the four month period. Students must complete the program in no more than three (3) times the program duration (excluding leave of absence), or shall be subject to academic withdrawal.

PROBATION AND DISMISSAL

Student academic progress is assessed periodically by the Chief Academic Officer. When the academic progress of a student falls below the minimum standard after expiration of the warning period, the student is notified in writing that he or she has been placed on probation for a four (4) month period. During the probationary period, the student is advised and instructed to make up or repeat course material in order to achieve satisfactory academic progress. The process for appeal of a student’s satisfactory academic progress is described above under the heading, “Appeals.”

A course may be repeated as often as needed according to availability, so long as the total program attendance time including course repeat time, does not to exceed three (3) times the duration of the program. Students who are repeating a course are allowed a maximum repeat course letter grade of “B”. If the student is unable to maintain satisfactory academic progress after expiration of the probationary period, then dismissal from the program is effected in writing by the registrar and recorded in the student’s file. Dismissal of a student for any infraction mentioned in the “Student Conduct Policy” above is effected after two verbal or written warnings, or immediately as may warrant the severity of the situation. Once dismissed, a student may apply in writing for re-admission, and the student may, in the discretion of the Chief Academic Officer, be re-admitted to the program. Grounds for dismissal include without limitation, unsatisfactory academic progress, excessive tardiness, excessive absenteeism, failure to satisfy financial obligations to the school, insubordinate behavior, and failure to comply with school policies, rules and regulations.

Reinstatement after dismissal is considered only after the student is able to provide evidence to the Chief Academic Officer’s satisfaction that conditions related to the unsatisfactory academic progress have been remedied. Reinstatement is effected from the effective dismissal date during a period no greater than fifty percent (50%) of the normal program length. A student petitioning for reinstatement must do so in writing. The Chief Academic Officer’s decision to reinstate, or not, is final.

A student may drop from the program at any time, and is considered dropped the same day that confirmation of discontinuation is received by Bodhi Panya Institute either verbally or in writing from the student.

APPEALS

Decisions by the school regarding suspension, dismissal, attendance, grades, and transfer of credit may be appealed in writing by the student through submission of a completed “Student Appeal Form” to the Bodhi Panya Institute Chief Academic Officer. A student appeal will be resolved by the Chief Academic Officer within five (5) days of

the appeal, after review of the student's academic records and other supporting documentation as appropriate. Resolution by Bodhi Panya Institute of the student appeal is final and will result in either enforcement of the existing decision, or mitigation/reversal of the existing decision based upon the supporting documentation.

LEAVES OF ABSENCE

A student may request a thirty (30) day leave of absence ("LOA") in the event of unforeseen life circumstances, such as jury duty, accident or illness, passing of an immediate family member, sudden loss of employment, or loss of childcare. Military duty, pregnancy, and unique circumstances may qualify for an extended LOA at the registrar's discretion. An LOA must be documented in writing, and a "Leave of Absence Request" form must be signed and dated by the student, and approved by the Chief Academic Officer. Non-return from LOA results in dismissal and application of Bodhi Panya Institute's refund policy.

RETENTION OF STUDENT RECORDS

Bodhi Panya Institute will keep the following permanent records for active and graduated students:

- application form
- enrollment form
- payment history
- certificate granted and the date on which the certificate was granted
- courses and units on which the certificate was granted
- grades earned by the student in each of those courses

Bodhi Panya Institute will keep the following permanent records for students who are not active or did not graduate:

- application form
- enrollment form
- payment history
- courses and units taken
- grades earned by the student in each of those courses

QUESTIONS AND COMPLAINTS

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, Physical address: 2535 Capitol Oaks Dr. Suite 400, Sacramento, CA 95833. Mailing Address: PO Box 980818, West Sacramento, CA 95798-0818, Web Site Address: www.bppe.ca.gov, Phone: 916-431-6959, Toll Free: 888-370-7589, 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 or by completing

a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

STUDENT TUITION RECOVERY FUND

What is the STRF Fee? 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 program attending certain schools regulated by the Bureau for Private Postsecondary Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, have prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

- (a) The school closed before the course of instruction was completed.
- (b) 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.
- (c) 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 cost.
- (d) 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.
- (e) 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. The School Must Collect this Fee from You. As of January 1, 2010, California Education Code Section 94923 requires all private postsecondary schools such as Bodhi Panya Institute to collect a fee from every new student to be remitted into the California Student Tuition Recovery Fund (STRF).

The amount of the fee is currently \$0.00 per \$1,000 dollars of tuition paid, rounded to the nearest \$1,000, collected upon enrollment. You must pay the state-imposed assessment for the STRF if all of the following applies to you: (i) You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and (ii) Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third-party.

You are not eligible for protection from the STRF and you are not required to pay the STRF fee if either of the following applies: (i) you are not a California resident, or are not enrolled in a residency program, or (ii) 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.

Keep a Copy of Your Agreement. It is important that prospective students keep a copy of any enrollment agreement, contract, or applications to document enrollment: tuition receipts or canceled checks to document the total amount of tuition paid. Such information may substitute a claim for reimbursement from the STRF, which must be filed within one year of the Bureau's service to the student of their rights under the

STRF, or if no notice of rights are reserved to the student, within 4 years of institution's closure.

For further information or instructions, contact:
BUREAU FOR PRIVATE POST SECONDARY EDUCATION
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
Web Site: www.bppe.ca.gov
Phone: (916) 431-6959 or (888) 370-7589
Fax: (916) 574-8646

NO PETITIONS PENDING IN BANRUPTCY

Bodhi Panya Institute does not have any pending petitions in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years and has not had a petition in bankruptcy filed against us within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. sec. 11 et seq.).

REVIEW CATALOG AND SCHOOL PERFORMANCE FACT SHEET

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.

UPDATING CATALOG

The Bodhi Panya Institute's catalog covers the period from 1/1/2016 through 12/31/2016.

The catalog is reviewed and updated annually, on or before December 31, of any given year. Current Revision Date: January 1, 2016

COMPLAINTS PROCEDURE

Should a problem arise during your training with us, we want to work with you to find a fair and satisfying solution. Our complaint procedure may be used for specific instructor complaints as well as complaints of discrimination on the basis of age, race, color, sex, disability, or national origin.

- We request that all complaints be submitted first in the form of a written and hand-signed letter for review and for inclusion in official records. Write the complaint in a letter format and include the following information: the nature of the issue, the approximate date that the issue occurred, the name(s) of the individual(s) involved, key information regarding the issue (facts, not rumors, are necessary for finding solutions) and your signature and the date.
- Mail or hand deliver the letter addressed to the Chief Academic Officer, Bodhi Panya Institute, 38 Bryant Street, Suite 3, San Francisco, California 94105.
- Please retain a copy for you records.

- The Chief Academic Officer will respond to your complaint in writing within 7 business days, meet with you if necessary, and make every effort to find a fair solution. If, after hearing the response you do not feel you have a resolution to your problem, send or deliver a copy of your letter to the school and address it to the Chief Executive Officer along with a written explanation of what has occurred. Retain a copy of the
- Written explanation for your records.
- Upon receiving the complaint, the Chief Executive Officer shall review the complaint and make every effort to find a fair equitable solution. You will be notified in writing the decision that was reached within 2 weeks of receipt.

If, after exercising all of the above formal complaint procedures you feel that the problem has not been resolved to your satisfaction,

then you may direct your complaint to the following organization :BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE)

A complaint may be filed by completing a complaint form which can be obtained on the Bureau's Internet Web site, www.bppe.ca.gov, or by contacting the Bureau's Enforcement Section at the following address and/or telephone number:
(888) 370-7589.