

January 1 2013–December 31 2013

Esalen Massage Practitioner Training Course Catalog

Esalen Massage School Code 2700571
NCBTMB Assigned School #4900534-09

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Esalen® Institute Massage Practitioner Training

Licensure Disclosure Statement

California's Bureau for Private Postsecondary Education pursuant to California Education Code of 2009 Chapter 8 Article 94800 etc previously approved the private 501©(3) non-profit Esalen Institute, Coast Route One, Big Sur, California. Esalen's re-authorization application is now pending. The approval means that the institution and its operation complied with the standards established under law for occupational instruction by private postsecondary institutions. Course approval must be renewed annually and is subject to continuing review. Licensed are the courses:

Massage Practitioner I
Massage Practitioner II
Massage Practitioner III

Instruction is in residence with class sizes limited to thirty-eight (38) students. A Certificate of Completion is awarded for successful completion of each course.

Various cities and counties maintain ordinances requiring licensing of massage technicians. Prospective enrollees must check local requirements to determine if training at this institution will be applicable to their needs. The California Massage Therapy Council offers a voluntary State Certification. Students are advised to go to their website for the most recent eligibility standards. .

This school does not have available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees. Esalen Institute offers some work scholarship assistance based on need. Esalen Institute is in sound financial health, without pending bankruptcy. It was established in 1963.

Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. Any questions a student may have regarding this catalog or program that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive Suite 400, Sacramento CA 95833, www.bppe.ca.gov toll free number 888 370 7589 or by fax 916 263 1897. 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.

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made verbally or in writing on the complaint form or in any other form to the School Director.

Unresolved complaints may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive Suite 400, Sacramento CA 95833, www.bppe.ca.gov toll free number 888 370 7589 or by fax 916 263 1897.

All information in the content of this school catalog is current and correct and is so certified as true by Brita Ostrom, Director/ administrator.

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Esalen® Massage and Bodywork Practitioner Training

Facilities and Location

The Esalen Institute is located in Big Sur, California, sited above the Pacific Ocean on twenty-five landscaped acres of trees and gardens. The pioneer Institute in the study of human potential, Esalen offers workshops year round in courses fostering human development, as indicated by its mission statement. These include studies in mindfulness meditation, gestalt psychology, art and writing, yoga, movement, sustainability, and wilderness trips into the Santa Lucia Mountains. Many workshops on integrative body-mind disciplines are offered. The Bodywork studies encompass beginning and professional trainings. Approximately six hundred workshops are offered per year. Many are approved for continuing education by the National Certification Board for therapeutic massage and Bodywork (NCBTMB), the American Psychology Association, the Nursing Board, and the California Board of Behavioral Science.

Esalen provides participants with shared lodging and delicious, often vegetarian meals. All programs are residential, with housing on the grounds. All meeting rooms are on campus. They are heated, fully carpeted, with lots of natural light and ventilation and adjoining bathrooms. "Huxley", the largest meeting room, can accommodate fifteen massage tables and contains 1900 square feet of workspace. "Rolf" (660 square feet) and the Big Yurt (700 square feet) can each accommodate 22 students. Other workspaces on the grounds are provided for individual treatments. Ample parking space is available on the premises. During the time students are not in class, the entire Esalen campus is available for their use.

The Massage School maintains a library for personal and student use comprised of 200 books and dozens of DVDs. Tables, linen, and oil are provided. In addition, the Esalen Media collection contains approximately 200 video recordings, mostly taped at the Institute. The Esalen bookstore features books on all areas of human development, including anatomy, bodywork, and somatic studies.

This private non-profit institution, the facilities it occupies, and the equipment it utilizes fully comply with any and all federal, state, and local ordinances and regulations, including those requirements as to fire safety, building safety, and health.

General Curriculum

Esalen offers a year-round schedule of classes in adult and family education: gestalt practice, yoga, meditation, cultural myths, wilderness experience trips, and disciplines involving the body. The Institute also sponsors special conferences on diverse philosophical, health and social topics bringing together though leaders from many cultures.

The massage staff and School offer five day and weekend workshops on a regularly scheduled basis, usually about one per month. These include the Massage Intensive series, which offer a basic massage course, and specialized workshops such as advanced massage, deep tissue bodywork and more. Other workshops related to massage with a more fine-tuned focus include Zero Balancing®: and beginning, intermediate, and advanced cranio-sacral trainings. The Feldenkrais movement awareness workshops are also relevant. In addition, the massage staff offers the Esalen® Massage Practitioner Training.

Esalen Massage Practitioner Courses and Certification

The mission objective of the Massage Practitioner Courses is to provide the essentials of a professional holistic massage practice in a setting that fosters student growth and learning. Esalen® is a protected name and can only be used through permission of Esalen Institute. For a body worker to describe himself/herself an Esalen Massage Practitioner, they must complete one of the Practitioner Training modalities described below.

The Level I Certified Esalen® Massage Practitioner Training is offered as 1) a month-long intensive training, 2) a three month work scholar training in which students attend classes part-time and share in the work of the Institute during the day (none scheduled), 3) a three and a half month In-house program for Esalen extended students and community members, and 4) as a 100 hour course (level PRO) for those already certified in another modality.

All trainings are highly specialized, offering of at least 175 hours of instruction leading to a certification of completion after successfully finishing the program and 30 intern sessions. Esalen also offers a 100-hour Professionals Esalen Practitioner Certification for those already certified.

At class completion, students demonstrate a high level of competence and are able to intelligently give a complete massage session (two evaluations) demonstrating good massage practice, communication skills, and safety.

The specific course of instruction, calendar, and schedule are described below. After completing the massage practitioner course, a student can gain additional hours toward his Level II certificate (250 hour) by attending specialized bodywork classes offered through the public catalog curriculum, This matches the California Massage Therapy Council standards for statewide Certification as a Certified Massage Practitioner. An additional 50 hours anatomy transferred in from an approved off-site facility, can bring the certificate up to 300 hours.

Level III, the 500 hour Professional Practitioner program, is comprised of the basic training, plus 350 hours of avocational and specialized body-oriented classes, e.g. deep tissue, sports massage, advanced Esalen Massage, etc., corresponding to the guidelines set forth by the NCBTMB (Assigned School code 490534-09). An instructor advisor individually coordinates all advanced trainings. The 125-hour anatomy and physiology segment is often completed off-site at a community college or other approved facility. Pathology coursework may be similarly transferred in, as is CPR. No other transfer credits are accepted. This level of coursework matches the guidelines set forth by the California Massage Therapy Council (CMTC) for certification as a Certified Massage Therapist.

Course of Instruction and Schedule

Level I: 175 hours: Certified Esalen® Massage Practitioner. The *month-long residential* program consists of seven class hours per day, Monday through Friday, with an optional meditation or exercise class in the morning before breakfast. An occasional evening class will meet as needed. On weekends, students will attend 3 hours of class and document a practice session. The total hours of classroom instruction is minimum of 170 hours, plus 5 hours of evaluations, etc. Students receive *The Sourcebook* with the syllabus, etc. on the first day of class.

The three-month *work scholar* training program consists of three hours of classroom instruction per day, Monday through Friday, for fifteen hours per week. In addition, eight hours of

classes are offered one weekend per month, bringing the monthly total to 68 hours of instruction or a minimum of 170 hours total.

The three-month *in-house* program for extended students (year-long students at the Institute) consists of three classroom sessions per week totaling an average of eleven hours per week, or 170 hours plus outside homework and 2 evaluations. All in-house participants must have completed an introductory massage workshop and must have a familiarity with process work.

In all programs of this basic training, the majority of class time will be used for lecture/demonstration and practice of specific Esalen massage methods. Basic massage, passive joint movement, polarity or energetic massage, deep tissue work, and reflexology will be demonstrated and practiced. All classes feature a minimum of one instructor per 14 students.

Additional lecture demonstrations may be offered to familiarize students with other modalities such as Rolf work and Feldenkrais movement awareness or bodywork for special population such as the elderly or pregnant women. Health and hygiene will be emphasized throughout the course. Specific classes will focus on anatomy and physiology (at least 15 hours of instruction), and massage theory and history, ethics (5 hours), and business practice (3 hours)

Instruction in movement and somatic studies underscore the understanding of the body-mind relationship. Gestalt process sessions designed to assist the student in addressing psychological issues in bodywork and personal integration of the material will be included. Students receive a **Sourcebook** with course outlines, articles, and paperwork on opening day of the class. *Additional credit:* For the Basic level I certification, up to 30% of the total hours may be Esalen coursework from the previous two years, added on after the course hours.

For students who are already certified in a bodywork modality, Esalen also offers a 100-hour **Professionals Esalen® Massage Practitioner Course** to offer instruction in the core modalities of Esalen® Massage. The student has already studied anatomy and physiology, ethics, business practice, etc., so the focus is on instruction in the practice of Esalen® massage. When completed, this would match the Practitioner Level I achievement. Instruction includes: Basic Principles of Esalen® Massage; Deepening the art of sensing while giving and receiving; Developing the skills of presence and awareness; Attention to connections and working with the whole body/being; Passive Movement and Touch in three dimensions; Tools and principles for specific areas, e.g. back; Energy awareness and work on the energetic and emotional levels; Self-help exercises for practitioners. Each student gives one practical examination upon completion.

Advanced Levels

Level II: 250/300 hours Certified Esalen® Massage Practitioner

Level II and Level III are on-going courses of study available in this program only to graduates of Level I. Each course is self-tailored, chosen from the Esalen course catalog. Tuition for the level two courses is \$300/26 hours, plus board and room. Coursework would include two or more bodywork courses, such as the Massage Intensive (26 hours) or a specialized massage course such as Esalen® Massage in the Side lying position (26 hours), plus elective adjunctive courses such as a course in communication, or trauma treatment (26 hours) OR a movement/kinesthetic awareness course such as Feldenkrais (total weeklong courses: 3). In addition to the above, 50 hours of college-level anatomy may be transferred in, for a total of 300 hours. Up to 78 hours of coursework may be taken in the two-year period prior to the Basic Practitioner Training.

Training methods consist of lecture, demonstration, supervised practice, and instructor and peer assessment. Level II will also be offered occasionally as a stand-alone certification training.

Level III: 500 hours Certified Esalen® Massage Therapist

Level 1 graduates may elect to continue their studies. Each course is individually tailored, with individual guidance and evaluation. The courses are chosen from the Esalen catalog. Tuition totals \$3500 for this certification level, plus board and room. Under the instruction of the advisor,

students attend courses in Advanced Esalen Massage (26 Hours), one specialized massage course, and three courses in a focused area such as Zero-Balancing and Cranio-Sacral work I and II or Deep Bodywork (90 hours). A total of 125 hours of Anatomy and Physiology is transferred from a college/school course off site. CPR and individual teacher tutorial sessions, communication skills, self-care/movement and evaluation sessions make up the remainder of the coursework. Training methods consist of lecture, demonstration, supervised practice, and instructor and peer assessment.

For the 500-hour certificate, up to 35% of the hours can be included for classes taken up to five years prior to certification. Sixty hours can be transferred from Esalen Massage and Bodywork Courses at other Schools. A level I Certification from an EMBA Course taught at another school can be included in the Esalen 500-hour massage training.

The Esalen **Teacher Training Program** offers intern and classroom training for Esalen Massage Therapists. Prerequisites: 3 years experience on the Esalen Massage Crew or 5 years/3000 hours documents professional Massage experience; completion of the Esalen 500-hour Massage Therapist Certification; 2 faculty recommendations.

This course is a mentorship program of at least 60 days designed to give maximum exposure to many teaching styles while at the same time encouraging the student to broaden his/her understanding of bodywork and teaching. Each day's work as teaching assistant includes student assistance, demonstration and teacher mentoring. Completion is determined by compilation of student performance records in class, coursework in group dynamics and coursework in movement meditation skills. Prior student experience is taken into consideration.

In a second model, the course offers 6 set categories of coursework @26 hours each, total 35 days equaling 295 supervised classroom hours, plus additional time assisting classes.

1. Teaching skills, including different learning styles and modes of teaching.
2. Communication skills: How to listen, different communication methods.
3. Applied anatomy and physiology
4. Organizational skills including business skills and promotion.
5. Professional Ethics
6. Movement practices, body mechanics, centering exercises, self-Care

Calendar and Catalog

The Esalen Institute massage practitioner program is scheduled through the year. Two, one month long residential trainings, one work scholar training, and two in-house Massage or Anatomy and Physiology trainings may be offered annually. Specialized weekend and 5-day courses are scheduled monthly in the public catalog and provide the classes for levels II and III.

Students receive a Massage Course catalog upon request or on day one of the basic certification training. They also receive a catalog describing level II (also described below) and level III options in their Sourcebook that they receive the same day. This catalog outlines practitioner trainings I, II, and III. This catalog is updated yearly.

Admission and Enrollment Procedure

Applications for enrollment are made by mail addressed to Esalen Institute Massage Practitioner Program, Big Sur, California 93920 or 28day@esalen.org All students are required to be over age 18 years and proficient in English. Students from all nations are welcomed. Because of the short duration of the courses Esalen does not offer student visas arrangements. so students are advised to check regarding entry to the US as tourists. All students must demonstrate ability to benefit from the training as proven by their answers on their application. Guidelines state The Ability-to-Benefit test is required of students seeking federal financial aid

who did not graduate from high school in the United States. To this end, these students must demonstrate they possess sufficient "ability to benefit" (ATB) from post-secondary education via their performance in an approved test. The course application inquires about experience, intent and vocational goals and special physical needs. Suitable professional backgrounds, particularly people skills, experience with bodywork, a medical field background, psychological studies and self-exploration are noted. The application also demonstrates the ability to read and to organize thoughts coherently, and to set personal goals. Translation is available if requested. All applicants list character personal references, and those references are often contacted regarding suitability of candidates. Applicants must be able to move easily around a massage table. Applicants must possess a high school diploma or its equivalent.

Admission and enrollment to 250-hour Level II and 500-hour Level III Programs

The 250-hour level II course requires completion of level I. For most students, it is a natural progression, with no separate application or admissions requirement. This level of certification provides training and experience in more advanced Massage and bodywork methods and knowledge. Students sign the enrollment agreement indicating their course and study and sign up for each course (generally 3 5-day courses) individually. Many students go on and complete this level immediately upon completing their level I coursework. Others skip this level and embark upon level III after successfully completing level I.

The 500-hour Level III training requires a practical entry assessment exam demonstrating knowledge and performance of Esalen Massage. Students must demonstrate standards of attention, draping, pressure, flow, and technique so that the mentor can readily assist them in selecting their advanced course of studies. Enrollment (94903 (c)) is by means of the signed enrollment agreement, successful completion of the assessment session and registration into five (generally) additional five-day training courses. The student also enrolls in a concurrent approved Anatomy and Physiology course at their home site to meet state and national requirements.

Tuition

Tuition is collected along with room and board fees. Once the deposit has been paid to secure the space, these fees are payable upon arrival at Esalen Institute the day the training begins. Most students prefer to repay.

For students completing levels II and III, tuition is paid along with room and board fees at the beginning of each course, minus the deposit. The 500-hour student pays 50% of the mentor fee at the onset of the course, for assessment services, and 50% at the conclusion.

For students who are not paying room and board, 25 % tuition is due on day one, minus the prepaid deposit. Full payment is due when half the scheduled course has been completed. Level II students sign the enrollment agreement and then complete the coursework that is selected with the help of the teacher. If they choose to progress to level III, they read the catalog, sign the enrollment agreement, and select their mentor. The student pays 50% of the mentor fee, the mentor receives the first assessment session, and the student proceeds to sign up for the courses individually. Tuition is paid the day the course begins. The second half of the mentor fee is due at the end of the course, and the student pays the certification fee and receives the final 500-hour certificate.

Faculty

The teaching staff for the Massage Practitioner Training is comprised of highly skilled and experienced instructors who have practiced massage professionally at Esalen for at least ten years and who have completed the in-house teacher training. All earn thirty hours of continuing education credit per year and receive on-going student and peer feedback and review.

Peggy Horan BS joined the massage staff in 1970. Her special training includes Esalen Massage, 5-rhythm movement therapy and much more. Peggy is former Director of the Esalen Childbirth Education Program as a lay mid-wife. She authored *Connecting through Touch*.

Deborah Medow BA joined the Esalen Massage Staff in 1968 and teaches massage, yoga, movement and other forms of bodywork. She is trained in Esalen Massage, deep tissue work, gestalt and inter-personal process work, Ashtanga yoga, nutrition, and creative movement. Deborah has taught workshops and trainings worldwide.

Brita Ostrom MA MFT joined Esalen's massage staff in 1970 and has led workshops in massage, movement, and psychological process. She is also trained in the Trager approach, Zero balancing, gestalt practice, and somatic psychology. She is a California licensed Marriage, Family and Child Therapist and teaches internationally.

Vicki Topp BA joined the Esalen massage staff in 1968 after training with Molly Day Shackman in Esalen Massage. She began teaching workshops two years later. Vicki is trained in, sensory and breath awareness, deep tissue work, integrative body work, cranio-sacral work and Bodymind Centering. She has taught classes in the United States, South America, and Europe.

Dean Marson BA joined the staff in 1983 as a Trager practitioner. He practices Esalen Massage. He has led workshops at Esalen and other centers in America, Japan Europe. He also teaches meditation skills and yoga. Dean is certified by Esalen Institute in massage.

Ellen Watson BA brings many years experience (Esalen Certified) in massage to her teaching work, as well as a background in holotropic breath work and movement research and teaching under Gabrielle Roth. Her non-profit *Moving Ventures* teaches courses worldwide.

Char Pias holds an Esalen Massage Certificate, a hypnotherapy certificate, and recently trained extensively in Thailand. She has led workshops for thirty years.

Daniela Urbasek has taught groups for twenty years. She holds a 500-hour certification in Esalen massage and also assists in courses in cranio-sacral Work. She is in the process of earning her Doctor of Acupuncture license.

Perry Holloman BA is certified in Esalen Massage and founder of Deep Bodywork. He has taught Esalen® Massage for thirty years and also teaches anatomy. He founded Somatic Integration practice in Germany.

Silvia Guersenzvaig has practiced and taught Esalen Massage for thirty years. She has taught extensively in Spanish-speaking countries.

Oliver Bailey BA is an Esalen Massage Practitioner and teacher since 1985, and is also a meditation instructor. He has taught in the US and Japan.

Robin Fann certified in 1994 and helped design the Esalen Teacher Training Program. She is also a cranio-sacral Practitioner and teaches on the US East Coast.

Pamela Espinosa has studied multiple modalities of bodywork around the world and is also a cranio-sacral practitioner. She teaches many styles of bodywork including lomi lomi.

Tom Case certified in Hawaii and later at Esalen. He has practiced Massage at Esalen for over twenty years and has taught for twelve years. He is a recent graduate of the Guild for Structural Integration in Rolfing and focuses on deep work.

Nora Madden, Jessica Fagan, Robert Wilkes, and Johanna Holloman are 500-hour graduates, Esalen Massage practitioners for at least twelve years, and have completed the Esalen Massage Teacher Training. and the yoga teacher training. Jessica is a graduate of IPSB in San Diego. Johanna is a German-licensed psychologist. Rob Wilkes is also a yoga teacher, and has worked on the massage staff for eight years.

Attendance Requirements

Attendance for each class will be recorded. A student's attendance record must reflect a serious commitment to the program. No student can receive a Certificate of Completion unless his or her attendance record verifies an absolute minimum of 175 hours of instruction, including 100 hours of massage instruction and practice, plus 70 hours of the related subjects of anatomy, physiology, hygiene, massage theory and history, ethics, and business practices, plus evaluations. The school also recommends an additional 52 hours in related studies such as gestalt practice, movement, and kinesthetic awareness.

Make-up work for sessions missed shall be arranged with the instructor. Students who miss 25 percent of the classes will receive special counseling. If this does not result in improved attendance, they will be dismissed.

Students may transfer hours from one training to another if they need to take a leave of absence. They must participate in a regularly scheduled track for the duration of their training.

Student Evaluation

There are no letter or number grades. The student's progress toward acquiring the necessary skills for practicing Esalen Massage will be evaluated by the instructors throughout the program. Weak points in each individual's skill development will be given special attention.

At the conclusion of the level I program each student will take a practical examination (give two massages). Students who have achieved a satisfactory level of skill and who have completed their necessary classroom hours and thirty intern hours (practicum) will receive a Certificate of Completion. There is no additional evaluation at the completion of level 2.

Students whose final evaluation is not satisfactory may meet in conference with the instructors and receive specific corrections and make arrangements to take remedial classes.

Level III students are required to give a practical assessment evaluation to their mentor for placement at the beginning of the program as well as at the conclusion of the program.

In the interest of maintaining a high quality of graduates from the Esalen Massage Practitioner Program, the School reserves the right to refuse a certificate to students under special circumstances.

Student Records

Enrollees are advised and cautioned that state law requires this educational institution to maintain school and student records for only a five-year period. Brita Ostrom is custodian of records. Class records are stored in the Massage School files and electronically on the School database and the Institute database. Financial records are also kept in the accounting office.

Credit for Previous Training

NOTICE CONCERNING TRANSFERABILITY OF CREDITS EARNED AT OUR INSTITUTE

The transferability of credits you earn at Esalen Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the Esalen Massage Practitioner Training is also at the complete discretion of the institution to which you may seek to transfer. If the certificates that you earn at Esalen 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 this institution will meet your educational goals. This may include contacting an institution to which you seek to transfer after attending Esalen Institute to determine if your certificate will transfer. (Ca Ed Code (94911))

Because this program is an intensive residential training, no more than 35 percent of the total hours toward completion may be credited for previous experience and training at other

Esalen professional workshops. The Esalen 500-hour level III training accepts 125 anatomy and Physiology hours transferred from an institution approved by the CBPPE or similar, such as a Massage School, community college, or university. Esalen does not maintain other transfer or articulation agreements.

Conduct and Dismissal

In cases of inappropriate classroom behavior or attendance violations, a student is first counseled and then put on probation. If this is unsuccessful, he may be asked to withdraw from the course.

At the discretion of the instructor and administrator, a student may be dismissed for the following reasons: unsatisfactory class attendance, illegal actions on the premises, chronic disruptive behavior, or any other reason that makes his or her presence detrimental to the Institute or the program. Work scholar program students must comply with those requirements to work 32 hours each week.

Placement Assistance

The Esalen Institute Massage Practitioner Program does not provide job placement for its graduates. A massage practitioner performance fact sheet is offered to all students.

Total Fees

Workshop fees include tuition, room and board. The enrollment fee, to be sent with the application for enrollment in the Massage Practitioner Training, is \$250, and is applicable to the total cost of the program. An addition deposit of \$450 to ensure housing, if needed, is also required. The remainder is due on the first day of the workshop. The month long residential program, which includes board and room, costs \$4910 with discounted rates (\$3850) for bunk bed accommodations. This is a one Month program: all fees are due on day one of the training. To go onto the 250-hour level, fees are per workshop (weekend or five-day), or approximately \$3465 additional, with significant discounts for accommodations. The In-house Massage Practitioner training fees are \$1600 for staff members and local residents, with no residential fee. There is a \$100 certification fee at the completion of each level.

The 500-hour Practitioner Level III fees for tuition, room and board total \$13910 including all levels, plus anatomy off site, with discounts for bunk bed or sleeping bag accommodations. There is an additional \$500 advisor fee and a \$100 certification fee upon successful completion.

Esalen provides some financial aid in exchange for up to 5 hours work/week as well as one full fee minority scholarship annually. No federal or state financial aid programs are available.

An additional \$100 certification fee for those wishing to certify is due at the completion of the level I and level III programs. The certificate replacement fee is \$25. The Buyer's Rights to Cancel, complaint procedures, fees, and any other necessary disclosure statements are spelled out in each student's enrollment agreement before the program begins.

Esalen Institute does not offer loans. If at some point in the future it did offer loans, it would comply with the BPPE, State, and Federal requirements. Students would be required to repay the full amount of the loan plus interest, less the amount of any refund, etc.

Cancellation and Refund Policy for Fees

An enrollee may cancel enrollment seven days following enrollment or two class sessions (month long) or one session (brief course) after the course begins, whichever is later, and receive a full refund of all tuition monies paid, except the registration fee and his room and board fees.

Cancellation notices must be in writing. A withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not limited to, a student's lack of attendance.

Refunds after classes begin: Written cancellation of enrollment after classes have begun, whether or not the enrollee was in attendance, allows the student a pro rata refund of tuition fees. The refund shall be the amount the student has paid for tuition multiplied by a fraction, the numerator of which is the number of hours of instruction which the student has paid for but not received, and the denominator of which is the total number of hours for which the student has paid. For example, a student who dropped out of the 175 hour month long training after only ten hours of class would receive 165/175 of his tuition monies (minus \$250 registration fee).

There are no refunds after 60 percent of the course is completed.

Regarding Room and Board Refunds, if the student cancels his or her reservation at least seven full days before the start of the program, the deposit, minus a \$75 processing fee, will be transferred to a credit account for use at the I Institute within one year. If the student cancels after the workshop begins, the fees will be billed at a room and board rate, with the money remaining after the tuition refund deposited in the credit account for use at the Institute within one year.

Student applying for Esalen scholarship money will recover their full deposit if no scholarships are available, as long as cancellation is received at least ten full days ahead. If a scholarship is available and the student cancels more than ten full days ahead of the program, the deposit will be returned, less a \$75 processing fee.

Students canceling room and board reservation less than a week before the program begins forfeit their deposit. All refunds are paid within ten business days.

Complaints

All complaints are taken seriously. A complaint form with address of the California BPPE is presented to students at the first class. The complaint procedure is clearly spelled out. The complaint is first heard by the course instructor, who attempts to resolve it. If this is unsuccessful, the school director hears the complaint. If still unresolved, the student fills out the supplied complaint form or any other written form and submits it to the appropriate Esalen department through the Front Office. As final resort, the student complains to the State. " A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888-370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

Student Tuition Recovery Fund

The Student Tuition Recovery Fund (STRF) was established by the Legislature to protect any California resident who attends a private postsecondary institution from losing money if he/she prepaid tuition and suffered a financial loss as a result of the school: closing; failing to live up to its enrollment agreement; or refusing to pay a court judgment.

To be eligible you must be a "California resident" and reside in California at the time to enrollment agreement is signed. A student who is temporarily residing in California for the sole purpose of pursuing an education is not considered a "California resident".

To qualify for STRF reimbursement, you must file a STRF application within one year of receiving notice from the council that the school is closed. If you do not receive notice from the council, you have 4 years from the closure date to file a STRF application. If a judgment is obtained you must file within 2 years of the final judgment.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid the school. For further information or instructions: Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive Suite 400, Sacramento CA 95833, www.bppe.ca.gov toll free number 888 370 7589 or by fax 916 263 1897