

Jinshan Institute Of Clinical Massage

CATALOG

April 1, 2015 – April 30, 2017

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Welcome individuals with lofty ideals to visit our school for consultation. Enrolled with us to enhance your career prospects!

I. SCHOOL FOUNDER– YUNXIA XIAO

Our President, Ms. Yunxia Xiao is endowed with the personality of servicing others in amazing quality and has superior pain treatment techniques.

Whether she is teaching students the science, art and techniques of the various massage modalities or personally serving and massaging an individual, it is evident there is something special and unique about her. Plenty individuals affirm there is magic in her fingers and techniques and that she has a unique style of teaching style

She advocates natural sciences and has a unique style of teaching and long held the sacred view that “energy” presents in almost everything in the universe that includes human body. Unimpeded movement will form if the energy flows unobstructed, instead when obstructed; energy flow becomes chaotic resulting in disease and disharmony.

When one learns the theory of this energy flow, they can apply to massage therapy, achieve better therapeutic effect. Principal Xiao is willing to use what she has learned to heal disease and help patients to recover their health.

Thus Principal Xiao established her own vocational College, through the school she creates of Massage Sciences, Arts and Techniques of healing and wellness. Her inspired vision resulted in her belief she could make a difference in the lives of others in two distinct ways. One way was to educate, train and certify individuals to enter a vocation that offered numerous platforms to be self sufficient and become an entrepreneur. The other way and benefit was to personally use body movements and massage techniques on individuals in need of pain and stress relief.

Jinshan Institute of Clinical Massage School is honored to teach students theories and techniques of massage. Our principal Yunxia Xiao does not follow the traditional teaching mode of relaxing massage, but to enhance the teaching and bring it to a level of therapeutic massage education.

Jinshan Therapeutic Massage is always open for students; welcome those embraced with excitement for the magnificent opportunity for career.

II. MISSION STATEMENT & OBJECTIVES

Jinshan Institute of Clinical Massage aims to be the best therapeutic training school in San Francisco for its enrolled students. Jinshan Institute of Clinical Massage offers to its students with high quality therapeutic training allowing them to maneuver in practical operation.

Our objectives are:

1. To cultivate students to be professional, knowledgeable, and skillful talent;
2. To provide students with the most up-to-dated knowledge in the massage field;
3. Through the traditional and non-traditional teaching mode, to enhance the growth of both tutors and students;
4. To get students fully prepared for licenses.

III. SCHOOL DESCRIPTION

Classes will be held at our school premises and the address is as follows:

Jinshan Institute of Clinical Massage

5088 Mission Street, San Francisco CA 94112

Tel: 415-333-1058 Fax: 415-333-1598

The campus is conveniently located with easy access to nearby freeways, 101 and 280, the Balboa Park Bart Station is within about 10 minutes walking distance to its west and other public transportations are also available. Classrooms are located on the second level of the building and other facilities include administrative office, reading room, canteen and recreation room and practice room.

School courses are structured to include the latest and improved massage techniques to ensure that students have acquired adequate knowledge and skills after completing their courses.

The teaching equipment and appliances of the school are in compliance with federal, state and local laws and regulations, have passed the building and fire safety checks. Tables, chairs, blackboard, massage table, massage sofa, footbath and massage chairs are all safe and in line with health and hygiene requirements.

Prospective students are encouraged to visit the school premises, and to discuss personal, educational and occupational plans with our professional personnel delegated to assist students with the enrollment process and related issues.

Prior to signing the enrollment agreement, prospective students are encouraged to obtain a copy of the catalog and the School Performance Fact Sheet from the administration office for review. The catalog is updated annually.

Any questions a student may have regarding this catalog that have not been satisfactory answered by this institution to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, P. O. Box 980818, West Sacramento, CA 95798-8018,

Web site address: www.bppe.ca.gov,

Telephone and Fax #'s: (888) 370 – 7589 or by fax (916) 263-1897,
(916) 431– 6959 or by fax (916) 263-1898.

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

This institute has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within five preceding years, nor has had a petition in bankruptcy filed against it within the preceding years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

IV. EMPLOYMENT PROSPECTS

If you are service-oriented talents, then now is the perfect timing, because our society demands a lot of this category of talents. The profession that a person engaged should be an industry that demands a large number of people from the public, and massage is certainly this type of industry.

If you choose to become a therapeutic massage therapist, the favorable conditions in the marketplace today provide you the platform to develop your career. The reasons are listed below:

America has become a country of aging people. From 2009 to 2014 it is estimated that about 72 million people will retire. This category of retired people has a high demand for health care. Therapeutic message is the blend of health care and disease treatment, will be welcome by the public. The American society is becoming more conscious for health care, place high respect to the industry thus posting a demand for health care practitioners.

Moreover, the 52 million already retired individuals are waiting for services. Obviously, the massage industry is not affected by the economic condition and continuing to develop and grow.

At Jinshan Institute, you will learn a lot of the foundation knowledge on massage. On top of that you will also be taught with the latest skills and techniques for different massage modalities.

V. ADMISSION REQUIREMENTS & PROCEDURES

A. General Admission

1. Fill up an application form and pay \$100 registration fee (non-refundable after 5 days);
2. At least 19 years of age upon submission of the application form;
3. Have a verifiable high school diploma or GED completion or equivalent; for non-English speaking students, English proficiency is not required; English/Chinese translation will be provided for students free of charge;
4. Absent from any infectious diseases or disabilities that prohibit him/her to engage in the massage profession;
5. Prove to be able to meet the financial obligation of tuition fee.

Equivalency Test

Students can take the equivalency test locally at: City College of San Francisco

1860 Hayes St. Room 45, San Francisco CA 94116

Tel: 415-561-1824

For other California locations, refer to:

<http://www.cde.ca.gov/ta/tg/gd/gedtestcntrs.asp>

Students must pass either ASSET Program or ELS Placement Test (COMPASS/ESL).

For more details, see at <http://www.bppe.ca.gov/schools/usdetests.pdf>

B. Requirement for transfer from Other Institution

A student who wishes to transfer from another school or facility to Jinshan Institute of Clinical Massage must meet the following requirements:

1. To comply with standard admission requirements of #1-5 above;
2. To provide validated transcripts in a sealed envelope from previous school(s);
3. An entrance test conducted by our institute (oral/written/practical), and \$150 assessment fee.

If the student meets the above criteria, he/she will be admitted and the credits from his/her previous school will be transferred to this institute. If a student is found to be deficient in any aspects of knowledge or skill, the institute will assign classes to the student in the institute to attain the standard.

Therefore, the assessment of previous school results is based on the standard imposed by Jinshan Institute of Clinical Massage. Tuition fee is adjustable depending on the number of hours the student needs to take to complete in his/her course program. The institute has not signed any transfer agreement with other organizations.

C. Enrollment Requirement For Professional Experienced Students

Those individuals who have experience in pain treatment, health care and massage therapy will be considered for appropriate reduction in the number of hours and subject content.

At present, many individuals working in this field are without professional training in massage, health care or pain relaxation.

1. To comply with standard admission requirements of #1-5 above;
2. Provide recommendation letter from working place;
3. An entrance test conducted by our institute (oral/written/practical), and \$150 assessment fee.

In the event that an applicant feels that he/she has met the standard required but not admitted by the instructor, he/she may appeal to the Principal.

D. Notice Of Transfer Out From Jinshan Institution

The transferability of credits you earn at Jinshan Institute of Clinical Massage is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the _____ (Certificate) you earn in _____ (Program) is also at the complete discretion of the institution to which you may seek to transfer. If the _____ (Certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work 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 Jinshan Institution of Clinical Massage to determine if your _____ (Certificate) will transfer.

E. Non-Discrimination Policy

Jinshan Institute of Clinical Massage welcomes students around the world irrespective of gender, race, color, nationalities and religion.

The institute has no discrimination on students' gender, race, color, nationalities and religion, and does not allow its student to demonstrate this attitude within its territory of the institute under any circumstances. Jinshan Institute of Clinical Massage has a ZERO tolerance of any one or any student within the school that might exhibit any form of discrimination for any reason. The Institute will administer all its educational policies, scholarships or loan programs, or other school administered programs equally.

F. What You Need to Know Before Enrollment

1. Jinshan Institute of Clinical Massage does not enroll students from foreign country because we are not qualified to issue I-20 yet.
2. Jinshan Institute of Clinical Massage does not provide Financial Aid. Please be noted that students are responsible to pay the tuition by them.
3. Jinshan Institute of Clinical Massage offers education certificates only, no degrees.
4. Jinshan Institute of Clinical Massage offers classes in Chinese. If the students do not speak Chinese, our school will provide free interpretation.
5. Jinshan Institute of Clinical Massage has no requirement for students' English proficiency because when the students graduate and start to work, they are not required to talk to the customers much. Also, in Business Operation class, we teach students some simple English skills, such as greetings, answering phone calls and inquiry process.

VI. CURRICULUM

Jinshan Institute of Clinical Massage offers eight program courses on, namely Swiss, Chinese, and Specialty Massage, Foot Reflexology, Junior, Intermediate, and Senior Massage Therapist.

Therapeutic Massage Therapists have to be able to detect body abnormality. Students are required to learn the scientific theories, professional theory and operating skills, then proceed to learn the various massage methodologies and techniques. After completion of the course program, students will acquire a comprehensive knowledge and understanding on massage therapy.

The concept of therapeutic massage has penetrated into the medical field and good examples are established. Also, rehabilitation can be achieved through therapeutic massage which has gained recognition in the medical profession. In order to cater the needs of the community, the school has to apply a systematically and scientifically based course.

Our Institute offers courses for students with different goals. The knowledge acquired is provided for students to apply for the California massage therapist license or licensing exam preparation.

Before enrollment, students will be interviewed by instructors to ascertain his/her personal potentials and communication abilities, with particular emphasis on listening power and

operational capabilities. To be qualified as a therapeutic massage therapist, potentials coupled with quality training would be an effective guarantee.

It is very important that you understand the relationship between the various parts of the body and their movements. No matter what course you choose, students are required to take Anatomy and Physiology. Some courses also require the study of kinesiology, pathology or neurological.

If you want engage in business, you will have to first become a massage therapist. Thus our institute also provides students with courses on business operations, business theory concepts and ethics.

VII. COURSE PROGRAM OUTLINE

Level	Name of Course	Duration	Qualified for Licensed Type	Rate (%) of Employment in 50 States
Foundation Course	100H Swedish Massage	4 week	Re-education Program	2%
	250H Specialty Massage	10 week	Massage practitioner	
	250H Chinese Massage	10 week		
	250H Foot Reflexology	10 week		
Upgraded Course	500H Junior Massage Therapist	20 week	Massage Therapist	78%
	600H Junior Massage Therapist	24 week		16%
	750H Intermediate Massage Therapist	30 week		4%
	1100H Senior Massage Therapist	44 week		

A. 100H SWEDISH MASSAGE

1. Basic Science Theories	25H
a. Anatomy	16H
(1) Bone	8H
(2) Muscle	8H
b. Physiology	9H
2. Massage Modalities and Other Treatments	60H
a. Swedish Massage Theory, Strokes and Practice	60H
(1) Swedish Massage Theory	10H
(2) Swedish Massage Strokes	10H
(3) Types, Function and Application of Massage Oil	10H
(4) Swedish Massage Practice	30H
3. Others	15H
a. Kinesiology	5H
b. Ethics	10H

Course for Continuation Education

Our Institute provides Continuation Education Course only to those licensed massage therapist for license renewal purposes. Generally speaking, the institution will arrange for suitable course immediately once registered. The course content will adopt the 100H Swedish Massage.

B. 250 H SPECIALTY MASSAGE

1. Basic Science Theories	75H
a. Anatomy	50H
(1) Skeleton	25H
a) Skull	5H
b) Upper Extremities	6H
c) Trunk Bone	8H
d) Lower Extremities	6H
(2) Muscle	25H
a) Muscles on Head	5H
b) Upper Limb Muscles	6H
c) Trunk Muscle	8H
d) Lower Limb Muscles	6H
b. Physiology	25H
(1) Cells and Basic Tissue	25H
2. Massage Modalities and Other Treatments	145H
a. Acupressure Massage Theory, Strokes and Practice	70H
(1) Acupressure Massage Theory	40H
a) 14 Meridian I	8H
b) Meridian II	8H
c) Acupoints	24H
i. Head	4H
ii. Abdomen	4H
iii. Back	8H
iv. Limbs	8H
(2) Acupressure Massage Strokes	8H
(3) Acupressure Massage Practice	22H
b. Swedish Massage Theory, Strokes and Practice	25H
(1) Swedish Massage Theory	8H
(2) Swedish Massage Strokes	5H
(3) Swedish Massage Practice	12H
c. Thai Massage Theory, Strokes and Practice	25H
(1) Thai Massage Theory	8H
(2) Thai Massage Strokes	8H
(3) Thai Massage Practice	9H
d. Shiatsu Massage Theory, Strokes and Practice	25H
(1) Shiatsu Massage Theory	8H
(2) Shiatsu Massage Stroke	8H
(3) Shiatsu Massage Practice	9H
3. Others	30H
a. Health and Hygiene	3H
b. Business Theory	2H
c. Ethics	5H
d. Hydrotherapy	20H

C. 250 H CHINESE MASSAGE

1. Basic Science Theories	75H
a. Anatomy	50H
(1) Skeleton	25H
a) Skull	5H
b) Upper Extremities	6H
c) Trunk Bone	8H
d) Lower Extremities	6H
(2) Muscle	25H
a) Muscles on the Head	5H
b) Upper Limb Muscles	6H
c) Trunk Muscle	8H
d) Lower Limb Muscles	6H
b. Physiology	25H
(1) Cell and Basic Tissue	25H
2. Massage Modalities and Other Treatments	70H
a. Acupressure Massage Theory, Strokes and Practice	70H
(1) Acupressure Massage Theory	40H
a) 14 Meridian I	8H
b) 14 Meridian II	8H
c) Acupoints	24H
i. Head	4H
ii. Abdomen	4H
iii. Back	8H
iv. Limbs	8H
(2) Acupressure Massage Strokes	8H
(3) Practice	22H
3. Others	105H
a. Oriental Medicine	50H
(1) Five Elements	8H
(2) Pulse	8H
(3) Traditional Chinese Medicine	10H
(4) Wax Therapy	8H
(5) Hot Stone	8H
(6) Cupping, Scraping	8H
b. Treatment of Sports Injuries	40H
(1) Treatment of Neck Injuries	6H
(2) Treatment of Upper Back Injury	6H
(3) Treatment of Lower Back Injuries	8H
(4) Treatment of Upper Limbs Injuries	8H
(5) Treatment of Lower Limbs Injuries	8H
(6) Other Parts Injured	4H
c. Health and Hygiene	3H
d. Business Concepts & Theories	2H
e. Ethics	10H

D. 250 H Foot Reflexology	
1. Basic Science Theories	75H
a. Anatomy	16H
(1) Bone	8H
(2) Muscle	8H
b. Physiology	25H
(1) Cell and Basic Tissue	25H
c. Anatomy and Physiology-Foot	34H
(1) Bone	17H
(2) Muscle	17H
2. Massage Modalities and Other Treatments	160H
a. Swedish Massage Theory, Strokes and Practice	10H
(1) Swedish Massage Theory	2H
(2) Swedish Massage Strokes	4H
(3) Swedish Massage Practice	4H
b. Foot Reflexology and Foot Care	150H
(1) Foot Reflexology Theory	40H
a) Basic Principles, Origin and Development	10H
b) Foot Reflex Zones and Acupoints Mapping	30H
(2) Foot Care Practice and Application	70H
a) Foot Care Practice	45H
b) Foot Reflexology and Disease Treatment	10H
c) Foot Injury Massage	15H
3. Others	15H
a. Health and Hygiene	3H
b. Business Theory	2H
c. Ethics	10H

E. 500 H JUNIOR MASSAGE THERAPISTS	
1. Basic Science Theories	170H
a. Anatomy	50H
(1) Skeleton	25H
a) Skull	5H
b) Upper Extremities	6H
c) Trunk Bone	8H
d) Lower Extremities	6H
(2) Muscle	25H
a) Muscles on the Head	5H
b) Upper Limb Muscles	6H
c) Trunk Muscle	8H
d) Lower Limb Muscles	6H
b. Physiology	30H
(1) Basic Tissue and Cell Physiology Function	3H
(2) Digestive System	3H
(3) Respiratory System	3H
(4) Circulatory System	3H
(5) Endocrine System	3H
(6) Reproductive System	3H

(7) Nervous System	3H
(8) Lymphatic System	3H
(9) Urinary System	3H
(10) Movement System	3H
c. Kinesiology	50H
(1) Skeleton Function	16H
(2) Sport Injuries	16H
(3) Muscle Function	9H
(4) Test	9H
d. Pathology	40H
(1) Disease Awareness	8H
(2) Original Source of Disease	8H
(3) Control of Disease	8H
(4) Different Type of Diseases	8H
(5) Diseases Treatment	8H
2. Massage Modalities and Other Treatments	300H
a. Swedish Massage Theory, Strokes and Practice	25H
(1) Swedish Massage Theory	8H
(2) Swedish Massage Strokes	5H
(3) Swedish Massage Practice	12H
b. Foot Reflexology Theory, Strokes and Practice	25H
(1) Foot Reflexology Principles	5H
(2) Foot Reflex Zones and Acupoints	15H
(3) Foot Reflexology Practice	5H
c. Acupressure Massage Theory, Strokes and Practice	25H
(1) Acupressure Massage Theory	15H
(2) Acupressure Massage Strokes	5H
(3) Acupressure Practice	5H
d. Shiatsu Massage Theory, Strokes and Practice	25H
(1) Shiatsu Massage Theory	8H
(2) Acupressure Massage Strokes	8H
(3) Acupressure Massage Practice	9H
e. Massage and Bodywork Assessment, Theory and Application	200H
(1) Massage Assessment	8H
a) Health and Hygiene Requirements	2H
b) Professional Image	6H
c) Professional Standards Welcoming Guests	4H
(2) Massage Strokes	20H
(3) Massage Practice	60H
(4) Clinical Internship	100H
3. Others	30H
a. Sports injuries	10H
(1) Sports Injuries	5H
(2) Injuries and Massage	5H
b. Health and Hygiene	5H
c. Business Operations	5H
d. Business Concept Theory	5H
e. Ethics	5H

F. 600 H JUNIOR MASSAGE THERAPIST

1. Basic Science Theories

200H

a. Anatomy	80H
(1) Skeleton	25H
a) Skull	5H
b) Upper Extremities	6H
c) Trunk Bone	8H
d) Lower Extremities	6H
(2) Muscle	25H
a) Muscles on the Head	5H
b) Upper Limb Muscles	6H
c) Trunk Muscle	8H
d) Lower Limb Muscles	6H
(3) Foot	30H
a) Foot Skeleton	15H
b) Foot Muscle	15H
b. Physiology	30H
(1) Basic Tissue and Cell Physiology Function	3H
(2) Digestive System	3H
(3) Respiratory System	3H
(4) Circulatory System	3H
(5) Endocrine System	3H
(6) Reproductive System	3H
(7) Nervous System	3H
(8) Lymphatic System	3H
(9) Urinary System	3H
(10) Motor System	3H
c. Kinesiology	50H
(1) Skeleton Function	16H
(2) Muscle Function	16H
(3) Normal Sports and Injuries	9H
(4) Injuries and Massage	9H
d. Pathology	40H
(1) Disease Awareness	8H
(2) Source Origin of Disease	8H
(3) Control of Disease	8H
(4) Types of Diseases	8H
(5) Diseases Treatment	8H

2. Massage Modalities and Other Treatments

365H

a. Swedish Massage Theory, Strokes and Practice	25H
(1) Swedish Massage Theory	8H
(2) Swedish Massage Strokes	5H
(3) Swedish Massage Practice	12H
b. Foot Reflexology and Foot Care	140H
(1) Foot Reflexology Theory	40H
a) Basic Principles, Origin and Development	10H
b) Foot Reflex Zones and Acupoints Mapping	30H
(2) Foot Care and Practice	100H

c. Massage and Bodywork Assessment, Theory and Application	200H
(1) Massage Assessment	12H
a) Health and Hygiene Requirements	2H
b) Professional Image	6H
c) Professional Standards Welcoming Guests	4H
(2) Massage Strokes	24H
(3) Massage Practice	64H
(4) Clinical Internship	100H
3. Others	35H
a. Hydrotherapy	20H
b. Business Operations, Business Concept Theory and Ethics	15H
(1) Business Operations	5H
(2) Business Concepts Theories	5H
(3) Ethics	5H

G. 750 H INTERMEDIATE MASSAGE THERAPISTS

1. Basic Science Theories	285H
a. Anatomy	50H
(1) Skeleton	25H
a) Skull	5H
b) Upper Extremities	6H
c) Trunk Bone	8H
d) Lower Extremities	6H
(2) Muscle	25H
a) Muscles on Head	5H
b) Upper Limb Muscles	6H
c) Trunk Muscle	8H
d) Lower Limb Muscles	6H
b. Physiology	70H
(1) Cell and Basic Tissue	10H
(2) Body System	60H
a) Human Body and Cell Physiology Function	6H
b) Digestive System	6H
c) Respiratory System	6H
d) Circulatory System	6H
e) Endocrine System	6H
f) Reproductive System	6H
g) Nervous System	6H
h) Lymphatic System	6H
i) Urinary System	6H
j) Movement System	6H
c. Kinesiology	90H
(1) Bone Structure and Function	9H
(2) Bone Connections	9H
(3) Joint Movement	9H
(4) Muscles Function	9H
(5) Diaphragm and Head Muscle Functions	9H

(6) Muscles on Upper Limbs	9H
(7) Muscles on Lower Limbs	9H
(8) Sternum and Chest Muscles	9H
(9) Spinal Bone and Back Muscles	9H
(10) Recreational Injuries	9H
d. Pathology	40H
(1) Disease Awareness	8H
(2) The Origin of Disease	8H
(3) Control of Disease	8H
(4) Types of Diseases	8H
(5) Diseases Treatment	8H
e. Neurology	35H
(1) Nervous System and Body Movement	9H
(2) Nervous System and Viscera Activities	9H
(3) Nervous System and Sense Functions	9H
(4) Brains Functions	8H
2. Massage Modalities and Other Treatments	365H
a. Swedish Massage Theory, Strokes and Practice	25H
(1) Swedish Massage Theory	8H
(2) Swedish Massage Strokes	5H
(3) Swedish Massage Practice	12H
b. Massage and Bodywork Assessment, Theory and Application	100H
(1) Massage Assessment	12H
a) Hygiene Requirement	2H
b) Professional Image	6H
c) Professional Standard of Welcoming Guests	4H
(2) Massage Strokes	24H
(3) Massage Practice	64H
c. Acupressure Massage Theory, Strokes and Practice	50H
(1) Acupressure Massage Theory	30H
(2) Acupressure Massage Strokes	10H
(3) Acupressure Massage Practice	10H
d. Foot Reflexology and Foot Care	190H
(1) Foot Reflexology Theory	80H
a) Basic Principles, Origin and Development	15H
b) Foot Reflex Zones, Acupoints and Practice	65H
i. Foot Reflex Zones 1-75	30H
ii. Foot Reflexology Practice	35H
(2) Foot Care Practice and Application	110H
a) Foot Care Practice	80H
b) Foot Reflexology and Disease Treatment	15H
c) Foot Injury Massage	15H
3. Others	100H
a. Hydrotherapy	20H
b. Business Operations, Business Theories and Ethics	60H
(1) Business Operations	28H
(2) Business Theories	10H
(3) Ethics	22H

c. CPR/First Aid	10H
d. Health and Hygiene	10H

H. 1100H SENIOR MASSAGE THERAPIST

1. Basic Science Theories	285H
a. Anatomy	50H
(1) Skeleton	25H
a) Skull	5H
b) Upper Extremities	6H
c) Trunk Bone	8H
d) Lower Extremities	6H
(2) Muscle	25H
a) Muscles on the Head	5H
b) Upper Limb Muscles	6H
c) Trunk Muscle	8H
d) Lower Limb Muscles	6H
b. Physiology	70H
(1) Cell and Basic Tissue	10H
(2) Body System	60H
a) Human Body and Cell Physiology Function	6H
b) Digestive System	6H
c) Respiratory System	6H
d) Circulatory System	6H
e) Endocrine System	6H
f) Reproductive System	6H
g) Nervous System	6H
h) Lymphatic System	6H
i) Urinary System	6H
j) Movement System	6H
c. Kinesiology	90H
(1) Bone Structure and Function	9H
(2) Bone Connections	9H
(3) Joint Movement	9H
(4) Muscles Function	9H
(5) Diaphragm and Head Muscle Functions	9H
(6) Muscles on Upper Limbs	9H
(7) Muscles on Lower Limbs	9H
(8) Sternum and Chest Muscles	9H
(9) Spinal Bone and Back Muscles	9H
(10) Recreational Injuries	9H
d. Pathology	40H
(1) Disease Awareness	8H
(2) The Origin of Disease	8H
(3) Control of Disease	8H
(4) Different Type of Diseases	8H
(5) Diseases Treatment	8H
e. Neurology	35H
(1) Nervous System and Body Movement	9H

(2) Nervous System and Viscera Activities	9H
(3) Nervous System and Sense Functions	9H
(4) Brains Functions	8H
2. Massage Modalities and Other Treatments	590H
a. Swedish Massage Theory, Strokes and Practice	100H
(1) Swedish Massage Theory	20H
(2) Swedish Strokes	8H
(3) Swedish Massage Practice	32H
(4) Treatment of Sports Injuries	40H
b. Foot Reflexology	190H
(1) Foot Reflexology Theory	80H
a) Basic Principles, Origin and Development	15H
b) Foot Reflex Zones, Acupoints and Practice	65H
i. Foot Reflex Zones 1-75	30H
ii. Foot Reflexology Practice	35H
(2) Foot Care Practice and Application	110H
a) Foot Care Practice	80H
b) Foot Reflexology and Disease Treatment	15H
c) Foot Injury Massage	15H
c. Massage and Bodywork Assessment, Theory and Application	100H
(1) Massage Assessment	12H
a) Hygiene Requirement	2H
b) Professional Image	6H
c) Professional Standard of Welcoming Guests	4H
(2) Massage Strokes	24H
(3) Massage Practice	64H
d. Chair Massage Theory, Strokes and Practice	75H
(1) Chair Massage Theory	25H
(2) Chair Massage Strokes	15H
(3) Chair Massage Practice	35H
e. Acupressure Theory and Practice	75H
(1) Acupressure Massage Theory and Strokes	48H
a) Meridians Theory	24H
b) Acupoints Theory	24H
i. Acupoints on the Head	4H
ii. Acupoints on the Chest and Abdomen	4H
iii. Acupoints on the Back	4H
iv. Acupoints on Upper Extremities	4H
v. Acupoints on Lower Extremities	4H
vi. Other Nerve Points	4H
(2) Acupressure Massage Practice	27H
f. Thai Massage Theory, Strokes and Practice	25H
(1) Thai Massage Theory	8H
(2) Thai Massage Strokes	8H
(3) Thai Massage Practice	9H
g. Shiatsu Massage Theory, Strokes and Practice	25H
(1) Shiatsu Massage Theory	8H
(2) Acupressure Massage Strokes	8H

(3) Acupressure Massage Practice	9H
3. Others	100H
a. Hydrotherapy	20H
b. Health and Hygiene	10H
c. Business Execution, Business Theories and Ethics	60H
(1) Business Execution	28H
(2) Business Concept Theories	10H
(3) Ethics	22H
d. CPR/ First Aid	10H
4. Clinical Internship	125H

VIII. COURSE DESCRIPTION

A. Theories

1. Anatomy

The Anatomy course is the study of the human body. Students will learn to identify hundreds of different muscles and bones, memorize their names and functions, to facilitate their future operation and application. Understand the five viscera and six entrails, their functions and the inter-relationships. In addition, to learn about the joints of various muscles, their range of movements and structures of muscle (groups) and inter-related functions. To have a thorough understanding of the body functions will help students to better comprehend body massage techniques.

- a. Introduction of Bone and Muscle - 16H
 - Brief summary of bones and muscles of the human body
 - 100H Swedish Massage
 - 250H Foot Reflexology
- b. Skeleton and Muscles – 50H
 - In-depth discussion of (1) head skeleton, bones of body and of upper and lower extremities and (2) muscles of the head, body trunk and upper and lower limbs.
 - 250 H Specialty Massage
 - 250 H Chinese Massage
 - 500 H Junior Massage Therapist
 - 600 H Junior Massage Therapist
 - 750 H Intermediate Massage Therapist
 - 1100H Senior Massage Therapist
- c. Foot Anatomy and Physiology – 34H
 - In-depth discussion of the on foot muscles and bones
 - 250 H Foot Reflexology

2. Physiology

Physiology is the study of human activity patterns in the laws of science. Physiology focuses on learning cells, inter-relationship between organs and tissues, how they work alone, and how they co-ordinate.

Learning human activity patterns has laid a good foundation of massage theory. When a student massage, he/she has to learn how to work on skeletal muscle, boost

blood circulation, enhance nerve and lymph flow and so on. When appropriate massage techniques are employed, a good therapeutic effect will be achieved. So learning physiology is essential.

- a. Description of Human Cell –9H
 - Introduction of Human Cell
 - 100 H Swedish Massage
- b. Cell and Basic Body Tissues – 25H
 - In-depth discussion of the human cell and body tissue
 - 250 H Specialty Massage
 - 250 H Chinese Massages
 - 250 H Foot Reflexology
- c. Cell Tissues and Human Body Systems – 30H
 - Discussion of the cell tissues of the nine human body systems
 - 500H Junior Massage Therapist
 - 600H Junior Massage Therapist
- d. Cell Tissue and Human Body Systems – 70H
 - In-depth discussion of the functions of cell tissue and the (9) human body systems
 - 750H Intermediate Massage Therapists
 - 1100H Senior Massage Therapist

3. Kinesiology

The Kinesiology course is the study of human movement and activity. This course will teach how to scientifically analyze the movements of the human body, which type of movements are active or passive, muscle activity range; body movement coherence, and their inter-change situations.

Students will learn how to assess body movement functions for the purpose of therapeutic massage therapy.

The massage personnel are required to understand how to evaluate body movements and their functions and to understand the range of muscular movements. The study of kinesiology plays a vital role in prevention, treatment and rehabilitation.

- a. Skeleton and Muscle Functions – 50H
 - Discussion of bodily movements, bone and muscle functions, related activity injuries
 - 500H Junior Massage Therapist
 - 600H Junior Massage Therapist
- b. Human Body and Physical Injuries – 90H
 - In-depth discussion of bodily movements, bone and muscular functions, related to activity injuries
 - 750H Intermediate Massage Therapists
 - 1100H Senior Massage Therapist

4. Pathology

This course focuses on balancing the body's imbalances and disharmony. Students need to know about common diseases and to identify their respective effective treatment. Through analysis and research on past scenarios, students are able to practically applying their knowledge, using different massage techniques for different medical cases.

- a. Introduction to Pathology – 40H
500H Junior Massage Therapist
600H Junior Massage Therapist
750H Intermediate Massage Therapists
1100H Senior Massage Therapist

5. Neurology

The course of Neurology will cover the grouping and functions of nerve tissues, spinal cord and spinal nerves, brain, and brain nerve structure. Also covered are the functions of the exogenous nerve, visceral sensory nerves, movement nerves, central nerve system.

- a. Introduction to Neurology
750H Intermediate Massage Therapists
1100H Senior Massage Therapists

B. Massage Modalities and Other Treatment

1. Swedish Hydraulic Massage:

The main purpose of The Swedish Hydraulic Massage is to increase the oxygen flow within the blood and to eliminate toxins within the blood.

Swedish massage is very popular among western countries. It involves different kinds of oil, techniques, and hot stone to stimulate blood circulation and metabolism so as to relieve pain, soothe nerves, and to heal injuries caused by body activities.

Students will learn a series of Swedish massage techniques, by applying pressure on muscles or by slapping, with the purpose of muscle relaxation.

Swedish Hydraulic Massage tactics include bash, knock, rub, effleurage, knead, throb, stroking and vibrating. Through the application of different types of oils, fabulous results will be achieved including nerves soothed, skin beautification, pain relief, wrinkle and freckle removal, etc.

- a. Knocking involves the movements of knocking and clouting.
- b. Rubbing deploys the palm and fingers moving in a circular action.
- c. Kneading is the use the palm and fingers to "pinch" the skin surface.

- d. Effleurage is applied through the use of palms, back of the hands, and/or fingers sliding on skin surface.
- e. Vibrating is completed by oscillatory movements to shake the body.
- f. Students will learn a series of active and passive movements related to different parts of the body.

- 100H Swedish Massage
- 250H Specialty Massage
- 250H Foot Reflexology
- 500H Junior Massage Therapist
- 600H Junior Massage Therapist
- 750H Intermediate Massage Therapists
- 1100H Senior Massage Therapist

2. Acupoint Massage

Students will learn the various acupoint massage techniques based on Chinese meridian trigger points as a foundation, including massage vigorously, kneading, stroking, rubbing method, etc., for the purpose of treating pain relief and illness treatment

- 250 H Specialty Massage
- 250 H Chinese Massage
- 500 H Junior Massage Therapist
- 750 H Intermediate Massage Therapists
- 1100 H Senior Massage Therapist

3. Foot Reflexology

Foot Reflexology is a very popular massage modality because of its rapid effect. The underlying reason is that it is connected to the central nervous system and responds quickly.

Foot Reflexology can reduce fatigue quickly and relieve pain. Students will learn to apply different massage modalities and respective techniques on different parts of body. Moreover, students will learn how to apply those modalities to help in diagnosing the disease arisen on different parts of the body.

In the Foot Care course program, students will learn how to utilize massage technique to relieve pain of the body and treat diseases of various organs.

- 250H Foot Reflexology
- 500H Junior Massage Therapist
- 600H Junior Massage Therapist
- 750H Intermediate Massage Therapists
- 1100H Senior Massage Therapist

4. Shiatsu Massage

Shiatsu is a form of therapeutic massage employing the kneading, pressing, knocking, and stretching techniques for the purpose of healing effect.

- 250H Specialty Massage
- 500H Junior Massage Therapist

5. Thai Massage

Thai massage is a type of systematic massage, focus on helping the massage recipient to stretch their bodies. Students will constantly have a physical body contact with recipients, not just by massaging on muscles, their bodies are being pressed, pull, stretch and shake. Through these stretching actions, the body is relieved from the energy blockage, muscle tension and fatigue will be eliminated. Students will learn how to use the finger, palm, forearm, elbow, knee and foot massage to help massage recipients to exercise. In this process, joints are activated, muscles and tendons are stretched, and internal organs are strengthened with balanced energy. The overall role of Thai Massage is to help those massage recipients with deep relaxation achieving physical and spiritual balance.

6. Hydrotherapy

This course will explain how to utilize water for pain treatment, the fundamental effect of cryotherapy and thermal treatment, their adaptation, inhabitation, and organs reactions. Students will learn when to use hot thermal treatment and when to use cryotherapy, and their effects. Also they will learn the application of water temperature in hydrotherapy, its unfavorable reaction, physical pattern, equipment and instruments, theories and practices.

7. Oriental Medical Treatment

Oriental Medical Treatment is the medical integration of China, Japan, Thailand and other eastern countries, and to extract their essence for therapeutic treatment. Oriental Medical Treatment theories include: acupoints, meridians and energy systems. It has thousands years of history, this course will help students to understand the oriental Medical Treatment, as well as to integrate with western medical practices.

8. Kinematic Injuries

People suffer injuries while working, labor or in action are called kinematic injuries. How to heal these injuries through massage therapy will be the main context of this subject.

- a. Introduction to Kinematic Injuries – 5H
 - Summary of the common types of kinematic injuries and treatment
100H Swedish Massage
- b. Kinematic Injuries and Treatments – 10H
 - Discussions of kinematic injuries, their treatments and massage techniques.
500H Junior Massage Therapist
- c. Treatment of Kinematic Injuries – 40H
 - The use of acupoint message and oriental medical treatment for kinematic injuries.
1100H Senior Massage Therapist

9. Body Massage Assessment, Theories and Application

To become a massage therapist, students must know how to assess musculoskeletal variances. In this course, students will learn how to deal with tension and stiffness of the soft tissue, and different types of massage: Swedish massage, Acupressure, Foot Reflexology and Foot Care, Chair Massage, Thai Massage and Shiatsu. In addition, what kind of massage best suits. Students should learn the various therapeutic massage theories and the appropriate massage therapy to apply to best suits skeletal muscle abnormalities.

The student will learn how the following:

- a. The human body functions-
Anatomy, Physiology, Kinesiology, Pathology, Neurology - different parts of human body - the muscles, bones and cell tissue, its functions and movements, the diseases and its preventive measures.
- b. Multiple Massage Modalities -
Swedish Massage, Acupoint pressed, Foot Reflexology and Foot Care, Chair Massage, Thai Massage and Shiatsu.
- c. Injury Treatment of – Professional and non-Professional treatment
Hydrotherapy, Oriental Medical Treatment, Prohibitions in massage
- d. Health, Hygiene and Ethics
500H Junior Massage Therapist
600H Junior Massage Therapist
750H Intermediate Massage Therapists
1100H Senior Massage Therapist

10. Chair Massage

Students will lean with patients sitting on the chair, applying relaxing actions on head, neck, shoulder, arm, back, hand and butt in order to relieve partial pain and reduce fatigue. You will learn three acupressure techniques and sequences of application for the upper body.

1100H Senior Massage Therapist

11. Clinical Training/Internship

The student will be engaged in practical experience in the Massage industry. He/she will serve an internship with a Certified Massage Therapist to gain valuable hands-on experience. Here, the student will apply his/her knowledge in the various Massage theories, stokes and practice learned in the field of massage therapy to actual clients. His/her understanding of the Health and Hygiene, Business Theories and Professional Ethics will be tested. The students will be evaluated on how they conduct themselves in the actual business environment, learn about the state and local business requirements and, most importantly, learn from a license Massage Therapist.

500H Junior Massage Therapist

600H Junior Massage Therapist

750H Intermediate Massage Therapist

1100H Senior Massage Therapist

12. Health and Hygiene

You will learn the basic knowledge of how to maintain customer health and hygiene and learn about:

- The effects of stress
- The benefits of exercise
- Nutrition balancing
- Microbiology and pathology
- Causes of Disease and preventive measures

13. Business Operations, Business Concepts and Ethics

Students will learn about the different aspects of three platforms exist in business; the combination is the keys to successful operation. To fully understanding the combination, students have to learn individually on each component and how they integrate as a whole.

The first platform is to learn about some crucial understanding on self-own business, including the setting up a business, how to establish relationship with the local community, building a network among organizations in the same industry. In addition, student will learn about how to establish a good filing system and its maintenance, which, is an indispensable condition to a successful operation. Students also will learn some basic English and verbal English for communication with customers.

The second platform, in the course for commercial legislation in massage and licenses, students will learn about local law and license application

The third platform is about professional ethics. Students will learn about professional ethics and law and regulations, including the vision of placing guest in top priority, avoid massaging restrictive body parts of guests, what languages or behavior will create misunderstanding, principle of body contact, etc.

You will learn criteria of all kinds of behavior, including: observe privacy, manners, touch, prohibited touch zones, emotional reactions and professional ethics.

14. First Aid & CPR Workshop/Certification

This course teaches the student how to deal with and address to emergency situations such as choking, burns, bleeding, accidents, injuries and poisoning. However, it does not mean that students are as qualified as a doctor after learning these basics, the knowledge is just to support and help the patients to continue their breathing and heart beat under emergency situations, prepare for further treatment.

IX. ATTENDANCE REQUIREMENTS AND MAKE-UP CLASS POLICY

A. Attendance Policy

The school requires students must have 100% attendance in both theoretical and practical classes in order to meet the teaching requirements.

For teaching purposes, teachers have the complete discretion to monitor class schedules, to split or to integrate classes, and arrange tests for all taught topics. All classes absent must be compensated by makeup classes. In the event that a student attends a class only partially, the student is considered to be absent from entire class, as incomplete sessions are difficult to assess.

Generally speaking, a student must make-up the missing class within 14 days from his/her absence. If a student has suffered from serious illness, the teacher can extend the deadline. The student needs to talk to the administrative office or the teacher in-charge to negotiate for any arrangement. Sustained absences could result in student being placed on probation.

B. Theory and Operation Courses Attendance

Students must record their attendance at the beginning of each class. All scheduled and ad hoc examinations will be marked by teachers before returning them to students and the markings will be used for result calculation. The students are requested to review their papers and get the scores, and teachers will collect back the papers and organize them to be filed in the office.

All clinical training practice results are recorded and consolidated by the teachers during their clinical training sessions. Every student is expected to maintain a good professional behavior whenever on theory courses or on practice courses.

C. Clinical Practical Training Attendance

When students reach the actual practical training phase, he/she has to involve at least four hours per week practice in the operation cell to get hands-on experience. The real practice hours are counted as part of the Student Practice Course. Students may get some massage Guidance Manual in the operation cell

Students are required to submit “Students Practice Table” by the 10th of each month to ascertain and confirm practice hours fulfilled for the previous month. Any unfulfilled practice hours are required to accomplish mandatory.

D. Late Arrivals

Every student is required to attend classes on time. If a student is late more than 10 minutes, he/she will have a “late” marked on record. Should the student have three recorded “late”, he/she will be required to attend a one hour tutorial class. If a student is late more than one hour or leaves early for classes, he/she will be considered as “absent” and to make-up the whole class as make up.

It is total responsibility of the student to inquire for the needed material from the instructor that for the make-up class. Furthermore student must get the “absent form” filled out and signed by the instructor for the student personal records.

E. Leave of Absence

A student can apply for Leave of Absence (“LOA”) due to personal, health, or financial reasons. A LOA request must be submitted in writing to the Principal. If a student fails

to return on the scheduled day without any reason or fails to inform Jinshan Institute for any delayed return, will be considered as “absent”. The school administrative office will make an enquiry through writing. If the student is really withdrawn, the student can apply for a refund of tuition fees under the refund policy.

F. Make-Up Missed Class Policy and Procedures

Student absent from a class is understandable, but he/she must make-up the missed class. The student has to apply for the make-up from instructor and waiting for the arrangement from the administrative office and following their instructions. Students need to make-up not only the missed class hours but also the missed class content. The charge for the tutorial is \$15 per hour, and according to the requirement of the curriculum, a test is imminent in the student need to make appointment before a test can be scheduled.

X. ACADEMIC ACHIEVEMENT STANDARDS

A. Minimum Standard Requirements

To acquire a certificate when graduates, a student must fulfill the following requirements:

1. 100% attendance
2. The average score is at least 75 or above
3. GPA is at least 2.0 or above

B. Progress Report and Requirement

A paper progress report will be issued to every student each semester. After completion of 25 percent of the course, it is a requisite that the student need to have a GPA of 1.7 or more. Upon 50% completion, a GPA of 1.85 or more should be achieved. When the course ends, the student is required to have a GPA 2.0 or more.

Students must complete their programs within the stipulated time to avoid spending additional time and tutorial fees. Students must be aware that they need to finish 50% of the class halfway through the course; otherwise it would be difficult to complete their studies on time.

Students are expected to become proficient to comprehend and capable to master those practical skills.

Each student is scheduled for private evaluation sessions with the instructors to assess his/her operating practices and applications of techniques, and also on theoretical knowledge during on classes.

In addition, each student will have individual counseling and personal development session. Student achievement is a comprehensive assessment based on attendance, class participation, demonstrating techniques, assignments completion and examination results.

Those students who are below standards are subject to probation or dismissal. Any such student in this circumstance would be evaluated and reviewed by the instructor and director prior to such measures being enacted. Failure to keep up with assignments will result in probation or dismissal. Each case will be reviewed by the Director on an individual basis.

Scores will be released within three days after the examination and will be recorded on file by the teacher. Students will first receive unofficial transcripts recording their

examination results, the school will then issue official transcripts stamped with the school chop. All graduate transcripts will be issued and distributed to students in paper form.

C. Grading Standard and Requirements

1. Scoring System

The scoring system employed by the school is based on the decimal system. Examination results are measured under this system. For example, written and practical tests results are of the percentage system will be converted to decimal grade point system, which is between 2.0 to 4.0. In the event if a student's grade is below 2.0, the school will notify him/her to re-take the failed course once again, the grade recorded on file is "No Credit".

Moreover, based on the ground of the decimal system, assessment grading will be illustrated in alphabets, A, B, C, D, and F, representing their assessment level. If a student's GPA is 4.0, representing he/she is 100% correct and got "A".

Students must ensure that they have achieved a 90% and above accuracy indicating they can keep up with the course progress and attained the course standards in curriculum perspectives and practical skills.

Subjective assessments may take place at times, such as: attendance, conduct and behavior, class participation, the overall attitude and punctuality. Other factors involved in the grading process may not be subjective but are performance based, such as: mastery of techniques, degree of completion, comprehension and execution.

Our score and grading system and the respective GPA is listed below:

Scores	Grade	GPA
98.75 to 100	A	4.0
97.50 to 98.74	A	3.9
96.25 to 97.49	A	3.8
95.00 to 96.24	A	3.7
93.75 to 94.99	A	3.6
92.50 to 93.74	A	3.5
91.25 to 92.49	A	3.4
90.00 to 91.24	B+	3.3
88.75 to 89.99	B+	3.2
87.50 to 88.74	B+	3.1
86.25 to 87.49	B	3.0
85.00 to 86.24	B	2.9
83.75 to 84.99	B	2.8
82.50 to 83.74	B	2.7
81.25 to 82.49	B	2.6
80.00 to 81.24	B	2.5
78.75 to 79.99	C+	2.4
77.50 to 78.74	C+	2.3
76.25 to 77.49	C	2.2
75.00 to 76.24	C	2.1
73.75 to 74.99	C	2.0

NOTE: The passing GPA is 2.0.

Students who achieve scores below 2.0 will earn “NO CREDIT”.

“NO CREDIT” list:

Scores	Grade	GPA
72.50 to 73.74	D+	1.9 NC
71.25 to 72.49	D+	1.8 NC
70.00 to 71.24	D+	1.7 NC
68.75 to 69.99	D	1.6 NC
67.50 to 68.74	D	1.5 NC
66.25 to 67.49	D	1.4 NC
65.00 to 66.24	D	1.3 NC
63.75 to 64.99	D	1.2 NC
62.50 to 63.74	D-	1.1 NC
61.25 to 62.49	D-	1.0 NC
60.00 to 61.24	F	0.9 NC

2. Achievements Assessment Standards

Assessment of student achievements will be based on two scopes:

a. Theoretical course assessment

Written test is conducted to test the students’ understanding of curriculum perspectives. Wrong answers will be given no marks and only right answers get marks. Total marks gained represent the scores for the theoretical course assessment.

b. Practical skill assessment

The practical skill assessment will be under the supervision of 2 instructors jointly and marks will be given based on their performance. Other students will stay aside to witness while the assessment is in progress. Those students who watch will be asked to assess about the fairness of the marks given by the instructions.

c. Overall Achievement Scores

Based on the scores obtained from both the Theoretical and Practical assessment, the total marks on each subject will be calculated for the grade and GPA attained by each student.

3. Incomplete or No Credit

If a student has the capacity, he/she will have to complete the unattended course within 30 days. If due to unforeseen circumstances, a student cannot finish his/her course within the afore-mentioned 30 days, he/she can apply for extension, the Principal will have the full discretion to consider if the extension could be granted.

If a student receives a grade point average (GPA) of less than 2.0 he/she must repeat class in order to receive a Certification.

XI .TUITION COSTS AND OTHER FEES

A. Tuition Fees Table and Total Charge Payment based on education program

Programs	Tuition Fee	Course Duration	Registration Fee (non-refundable after 5 days)	Text-books	Student Tuition Recovery Fund (non-refundable) \$0.50/\$1,000 on tuition fees	Total
100H Swedish Massage	\$500	4 weeks	\$100	\$50	0.50	\$650.50
250H Specialty Massage	\$1,250	10 weeks	\$100	\$150	1.00	\$1,501.00
250 H Chinese Massage	\$1,250	10 weeks	\$100	\$150	1.00	\$1,501.00
250H Foot Reflexology	\$1,250	10 weeks	\$100	\$150	1.00	\$1,501.00
500H Junior Massage Therapist	\$2,500	20 weeks	\$100	\$200	1.50	\$2,801.50
600H Junior Massage Therapist	\$3,000	24 weeks	\$100	\$200	2.00	\$3,302.00
750H Intermediate Massage Therapist	\$4,500	30 weeks	\$100	\$400	2.50	\$5,002.50
1100H Senior Massage Therapist	\$6,600	44 weeks	\$100	\$500	4.00	\$7,204.00

B. Estimated Schedule of Total Charges based on attendance

Program	10%	20%	30%	40%	50%	59.99%
100H	\$50	\$100	\$150	\$200	\$250	\$300
250H	\$125	\$250	\$375	\$500	\$625	\$750
500H	\$250	\$500	\$750	\$1,000	\$1,250	\$1,500
600 H	\$300	\$600	\$900	\$1,200	\$1,500	\$1,800
750 H	\$450	\$900	\$1,350	\$1,800	\$2,250	\$2,700
1100 H	\$660	\$1,320	\$1,980	\$2,640	\$3,300	\$3,960

Note: When student finish 60% or more of a program, they have already learned all of the theories and application techniques and will start the practical and reviewing part. That is why students will not get any refund when they cancel after 60% or more of a program.

If the attendance is between two points, the real fee will be calculated based on the real classes hours which students attend. For example, for 100H Program, if attendance percentage is 16% the estimated charge is: $\$50 + (16\% - 10\%) * (\$50) = \$50 + \$30 = \$80$.

C. Schedule of Payments and No Other Fees Levied

The registration and tuition fee and textbooks cost paid before the course commenced are all one-time payment. No other fees will be levied on students during the course of program, except those students who need to take make-up class for missing lessons, and uniform for field work.

XII. FINANCIAL AIDS AND RESOURCES

There are several resources available to the student for financial assistance. Students can negotiate with the school for arrangement for tuition fees to be paid by installments. In addition, students can approach local businesses and organizations to obtain funding and other financial support.

There are many federal or local resources offer financings for vocational school students or low-interest loans. Jinshan Institute does not currently participate in the federal or state government financial assistance projects. If a student has a loan for an educational program, the student is responsible to repay the full amount of the loan plus interest, less any amount of any refund and that the student receives federal student financial aid funds;

A. Possible Available Sources for funding, not guaranteed

1. Federal plus - Parents involved

They provide low interest loan for students with the parents as the borrower, bearing responsibility of the debt and to repay the loan.

2. Sallie Mae Loans

This governmental agency has “Career Training Loans” that may suit your requirement.

3. Local Possibilities

Check with your local banks, organizations and large corporations in your area, they may offer grants and awards. Citibank has plenty of vocational loans available to students. Check with your church leaders, often times they may offer help to students for their study.

4. Google Search

Go to Google and enter “vocation loans and grants” to search

Documents May be required:

- Legal Identity and Proof of Citizenship
- Social Security Number
- Driver’s License
- W-2 forms (if you have worked)
- Federal Income Returns within 2 years (if you have filed before)
- Federal Income Return of your spouse if married
- Dependent Students must provide Parents Income Tax Returns
- Others as requested

5. School Alms

If a student does have difficulties and is unable to pay to tuition fees, but he/she is high academic achiever, demonstrating distinguished performance in school, score 90 marks or above, may apply after 50% completion of the course for a waiver of part of the tuition fees. The waived amount depends on the degree of difficulties, to be decided by the School Board and is in the range between 20% -40%.

B. Statement for Students Loan Repaying

If the student defaults on a federal or state loan, both the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
2. The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance at another institution until the loan is repaid.

XIII. CANCELLATION OF ENROLLMENT AGREEMENT AND REFUND POLICY

A. Student's Right To Cancel

A student has the right to cancel the Enrollment Agreement any time after signing it. All cancellations must be made in writing, signed by the student and confirmed by the school. Students can mail the cancellation to: Jinshan Institute of Clinical Massage at 5088 Mission Street, San Francisco CA 94112 or hand in to the administrative office in person.

B. Refund Policy and Procedures

A student is entitled to a full refund on tuition fees if the student cancels his/her enrollment agreement within seven days the class started. If a student withdraws 7 days after the class has begun, the refund will be made on a pro rata basis only if the student has completed less than 60% of the program class, no refund will be made if a course is completed 60% or above. The percentage of refund is determined by the course completion rate which is calculated based on the last signed up attendance recorded.

The refund table is listed below.

C. Refund Percentage Table

Course	% of Course Completion				
	20%	30%	40%	50%	59.99%
100H Swedish Massage	400	350	300	250	200
250H Specialty Massage	1,000	875	750	625	500
250 H Chinese Massage	1,000	875	750	625	500
250H Foot Reflexology	1,000	875	750	625	500
500H Junior Massage Therapist	2,000	1,750	1,500	1,250	1,000
600H Junior Massage Therapist	2,400	2,100	1,800	1,500	1,200
750H Intermediate Massage Therapist	3,600	3,150	2,700	2,250	1,800
1100H Senior Massage Therapist	5,280	4,620	3,960	3,300	2,640

To have a refund, the student has to go to the administrative office to deal with all necessary cancellation procedures. After the attendance rate is verified to derive an amount to be refunded, a refund slip will be issued. The student then goes to the Financial Department to collect the money either in cash or in check. The whole process can be done within a day, the school will never default.

If you have received federal student financial aid funds, you are entitled to a refund of money not paid from federal student financial aid program funds. If the school closes before a student graduates, he/she is entitled to a refund.

If a student has any complaints, questions, or problems that cannot be resolved with the school, write or call The Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive Suite 400, Sacramento, CA 95833. (916) 431-6959 (888) 370-7589.

XIV. POLICY AND PROCEDURE IN REGARDS CONDUCT, PROBATION AND TERMINATION

A .Code of Conduct for Students

Students should demonstrate good behavior either in classes, recesses or during breaks and always maintain good relationship among other students.

Despite the differences among culture and races, students are expected to be considerate in their behavior parameter.

The following behaviors are prohibited in school:

1. Smoking, alcohol or drugs;
2. Alcohol or drugs immediately before school;
3. Disruption of class order;
4. Swearing on others in school or class;
5. Verbal insulation or body attacks;
6. Interference of the instructors during their teaching and training classes;
7. Interference of other students in learning;
8. Negligence on the abiding duties of a student;
9. Negligence or careless in application of skills during field practices;
10. Theft;
11. Unprofessional behavior;
12. Excessive late of arrivals and/or absences;
13. Playing cell phones in class;
14. Subject to instructors' arrangement;
15. Other harmful behavior.

B. Dress code and behavior

1. To maintain a good professional manner in school; excessive physical body contact, lewd language or sexual harassment are not allowed;
2. During massage operation, students must follow the correctly taught procedure, appropriate dressed decently and prohibited to be naked;
3. To dress neatly and decently, not egregious exposure clothing. S traps and shorts are considered to be an inappropriate dress code;
4. Decent dress code requires students wearing under pant. Students are not allowed to massage between themselves without the teacher supervision of the instructors.

C. Probation Guidelines

In the event a student is placed under probation, the period should not exceed 30 days. Within 10 business days in probation, the student can file a request for review and state the reason why the probation should be lifted. If passed, the probation can be cancelled. Causes that lead to probation are noted below:

1. If a student's academic score is below 74, he/she will be given 30 days to alleviate the scores to at least 74;
2. A student fails to take part in examination;
3. A student is unable to maintain a 100% attendance rate; or fails to make-up the missed classes;
4. Absent for no reason;
5. Absent from Practical Training two times;
6. Repeated late of arrival;
7. Failure to pay tuition on schedule;
8. Refuse to adapt to the rules of school conduct.

D. Dismissal Policy

Students may be dismissed for the following reasons:

1. Unable to keep pace with the progress for the theoretical and practical classes
2. Have numerous times of absence and do not take part in examinations
3. Egregious behavior that affect the school and its reputation and others
4. Failure to pay tuition over a substantial period of time
5. The official termination date will be confirmed in writing, generally will be the last day of his attendance.

E. Re-entry into Class Procedure

If a student receives a termination notice from the school the student may request in writing for permission to return to school. Students are required to meet certain criteria before they are allowed to return to school for lessons. One of the criteria is to pay \$ 100.00 processing fee.

In addition, students have to submit in writing describing what erroneous behavior or actions have been changed or to be changed to meet the school standard. Upon the review and approval of the administrative officer, students can return to school for lessons.

F. Student Grievance

The student has the right to lodge a complaint pertaining to decisions made concerning grades, probations, dismissals and other academic matters. The student should first meet with the Student Counselor to resolve the issue. If the issue be irresolvable between both parties, an appointment with the Staff Director can be made to further address and resolve the issue. If still not satisfied, the student should make an appointment to meet with School Director.

If the student cannot be satisfactory answered, any complaints may be directed to:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive Suite 400
Sacramento, CA 95833
(916) 431-6959 (888) 370-7589

G. Confidentiality Policy

All student records and files are considered to be confidential and may not be shared with others or released without the consent of the student. Any student who desires to access their records must submit a request in writing to the Student Counselor. Upon receipt of the request, the Student Counselor will confirm with the student himself/herself once again and arrange to deliver copy of the documents or records to him/her. Government agencies have the right to view the records of students. It is school responsibility to provide related documents if it is needed.

H. School Record Retention Policy

Jinshan Institute will maintain the student records for five years from the date of enrollment. Student transcripts will be kept permanently. Student information is deemed to be confidential and will not be released without prior written consent signed by the student. However, student name, courses, date of enrollment and graduation are public information. Students have the right to withhold the disclosure of any or all of this information.

I. General Policies and procedures

Our motto is that the school is always open to you.

Jinshan institute opts to be the backbone support for students. All teachers are devoted to create a warm and harmonious learning environment for students. Our school welcomes students around the world, regardless of gender, race, color, nationality and faith.

Disagreement may emerge during the teaching process, attack or discrimination between students and teachers is not allowed. No matter who is under attack, to retaliate for revenge is not recommended.

We have dedicated staff handling complaints, responsible to investigate any received written complaints, to review and conclude for any appropriate measures to be taken for involved parties. Penalty will be the supplemented tool and last resort. Anyway, the School is aimed for education.

XV. OTHER RELATED INFORMATION

A. Course information

The current and upcoming schedule for classes is always posted in the lobby of the school. A student can request a copy to be sent by email. All courses are continuing education classes except those make-up tutorial classes.

B. Placement Assistance

Our school principal has excellent relationship network in the community, will be able to help our graduates with employment contacts. Business people are willing to help and support our students. In general, organizations are willing to hire local talents. In addition, our school is a member of the local Chamber of Commerce. The Chamber will help its members to get more human resources, products and services.

In commercial operations and professional ethics classes, our school will always invite some celebrities and reputable figures for value-added elements in talks, and demonstrates to students about how to prepare your own resume, how to behave yourself for a job interview, dress code, etc., to increase employment opportunities entering in the marketplace.

Our school helps to collect opportunities list in the city or out of the city for students. Jinshan Institute encourages graduates to help students of the same semester and the next to look for jobs. Our school will also provide advices and assistance to students to make a business development plan, to learn the relevant legislation and regulations and to plan their own business.

Our school principal has excellent business relationship with local massage parlors, health care professionals and organizations and is able to broaden the students' employment opportunities but without guarantees.

Please note: Please be advised that current laws prohibit any school from any form of inducement to enroll student into their schools. That includes prohibition of “promises or guarantees of job placements” as an incentive for recruitment.

C. License Requirements for Respective States

1. Not clearly defined: MN, VT, WY, AL,
2. 300 Hour: DE
3. 500 Hour: AR, CA, CO, CT, FL, IL, IN, IA, ME, MD, MA, MI, MO, MT, LA, NV, NJ, NC, RI, SC, SD, OR, WV, WA, GA, TN, TX, VA, OK
4. 600 Hour: HI, KS, KY, PA, UT, WI
5. 650 Hour: AL, MA, NM
6. 700-750 Hour: NH, ND, AZ, MS, OH
7. 1000-1100 Hour: NE, NY

D. California Employment Criteria

The requirements for massage therapists are different depending on the State itself. In California, to become a licensed massage therapist, students need to complete at least 500 hours of training.

There are lots of medical operations, such as chiropractic, osteopathy, physiotherapy, orthopedics, neurosurgery, etc., have recognized the importance of massage therapy and has gradually adopted massage for treatment purpose. For employment, students need to obtain the relevant licenses.

1. The California Massage Therapist Council (CAMTC) issues certificate for massage therapist with 500h or more hours of massage education.

Certified Massage Therapist (CMT)

2. Application Requirements

To apply, a student is required to submit an application form, a copy of driver's license or ID card, 2 photos, application fee, fingerprint, and a transcript in a sealed envelope and send them to The California Massage Therapist Council (CAMTC) to complete the background check.

3. California State Licensure Requirement Relevant to Courses Offered

a) 100h Swedish Massage and 250h Massage.

Not eligible for any certification in the State of California, but can obtain a license of San Francisco. This is a continuation education course catered for license renewal.

b) 500 Hours Junior Massage Therapist, 600 Hour Junior Massage Therapist, 750 Clock Hours Intermediate Massage Therapist, 1100 Hour Senior Massage Therapist

Students are qualified to apply for certification as a Certified Massage Therapist (CMT) after graduation.

4. Local Licensure/Permit

License requirements of the City of San Francisco for general and advanced massage two types of licenses are as follows:

All personnel currently working in the massage industry are eligible to apply a California Massage license or get a license from the San Francisco Department of Public Health. To obtain a practitioner license, an application must be completed, a transcript for 100-1100 hours training, 2 photos, a copy of ID or driver's license, application fee and have fingerprint checked and pass the examination.

Jinshan Institute will assist students with the predatory process for the application of license and the relevant tests.

E. Student Services

At Jinshan Institute, we go beyond skill and textbook training leading to a professional knowledge.

1. Professional Guidance

The school administration provides professional guidance to students in their course selection in achieving their goals to meet the license requirements of the cities they choose to work in. To facilitate the students to look for employment in the States/cities they wish, it is recommended that they choose appropriate courses that suit them and do not waste time and money for irrelevant course.

2. Library

Classrooms are spacious enough to accommodate training practices for students. The opening hours for equipment are on Tuesday to Thursday, 4:00-6:00 pm. The

Library has collection of professional books, magazines, manuals and reference books ready for students. Not far from the school is the City Library, where students can check out any books they need. City Library name and address: San Francisco Public Library, 4400 Mission Street, San Francisco CA 94112.

3. Accommodation

The school does not provide dormitories. However, apartments and motels are available within 5 miles radius of the school, with a monthly rental in the range of \$500 to \$1,000 and \$2,000 to \$3,000 for a more expensive type of lodgings. The school will help to locate contact details to suit respective student's requirements.

F. Enrollment Declaration:

The school is approved by BPPE. Application # 71847798. For more details, please contact The Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive Suite 400, Sacramento, CA 95833 or call at (916) 431-6959 (888) 370-758 or access to their web site www.bppe.ca.gov for inquiry.

**Welcome individuals with lofty ideals to visit our school for consultation.
Enrolled with us to enhance your career prospects!**