



# **Washington College**

## **Student Handbook**

**2020-2021**















































### 15. Advance Massage Business Operation

This program is designed to train students who plan to set up their massage therapy establishment. In this program, students will learn business laws and regulations, professional ethics, the criterions of National Certification Board for Therapeutic Massage and Bodywork(NCBTMB) and Federation of State Massage Therapy Boards(FSMTB). Also, students will study CPR and First Aid, and understand Spa services and cautions. Upon completion of this program, students should be able to demonstrate massage therapy ethics and standards of NCBTMB and FSMTB. And, students should know how to deal with some business issues and emergency situations.

Prerequisites:

1. Must be 18 years or older;
2. Must possess a high school diploma or equivalent qualification;

Course Hours: 100 contact hours

Course Schedule:

1. Weekday Class: 9:00 a.m. – 4:00 p.m. Monday – Friday
2. Weekend Class: 9:00 a.m. – 3:00 p.m. Saturday – Sunday

Course Outline:

<b>Advance Massage Business Operation</b>	<b>100H</b>
1) Business Laws and Regulations	30H
2) Professional Ethics	25H
3) NCBTMB and FSMTB criterions	20H
4) Business Practice	15H
5) CPR and First Aid	5H
6) Spa Operation and Services	5H



E. Instructors for Respective Subjects

<b>Subject</b>	<b>Instructor</b>	<b>Qualifications</b>	<b>Remarks</b> (Interim Arrangement)
Anatomy	Li, Tengda	Certified Massage therapist CPR Instructor	
Physiology	Li, Tengda		
Kinesiology & Injuries	Li, Tengda		
Pathology	Chen, Xiaokang	Licensed Acupuncturist Certified Massage Therapist	
Neurology	Chen, Xiaokang		
Swedish Massage	Zhang, Bei	Certified Massage Therapist	
Chinese Massage	Chen, Xiaokang		
Thai Massage	Zhang, Bei		
Shiatsu Massage	Zhang, Bei		
Foot Reflexology	Zhang, Bei		
Chair Massage	Chen, Xiaokang		
Clinical Practice	Xue, Fei		
CPR & First Aid	Li, Tengda		
Health Hygiene and Ethnics	Xue, Fei	Certified Massage Therapist	
Business Operation	Xue, Fei		
Clinical Internship	Xue, Fei		
Aromatherapy	Li, Tengda		
Deep Tissue Massage	Li, Tengda		
Ayurveda	Li, Tengda		
Reiki and Hot Stone	Chen, Xiaokang		
Craniosacral Therapy	Chen, Xiaokang		



## V. Course Description

### A. Massage

#### 1. Theoretical section

##### a. Anatomy

Anatomy is the science of body structure, and the study allows students to have a thorough knowledge of the body shape and structure which builds a solid foundation towards massage professionalism.

The first is to learn that body activities are associated with three parts of the body, the bones, joints and muscles. They form the basic body outline and to generate movements functionally, support body weight and protect vital organs inside the body.

The next step is to learn about anatomy relating to the digestive, respiratory, urinary, reproductive, circulative, endocrine, sensory organ, nerve systems and cells. Students should learn to where their positions are shapes and functions.

##### b. Physiology

It is the science of physical body functions and its rhythm. The nine big body systems are dominated and mediated by the nerve system, either work closely in co-ordination or separately to fulfill various types of complex life activities helps the body to perform as one complete and unique organism.

Students are required to learn about the physiological functions of the individual system, their respective organs, and their functions, such as ingest, disintegrate, absorb, transform and excrete, etc.

##### c. Kinesiology

Kinesiology is the science of body movements. The course is to focus on the study of mobility of bones and muscle under the normal scope of activities, the parameter of its reaction to external causes and their limitations, during the transformation of activities, and how to adjust the level of power used for massage and recovery. To identify the five viscera and six bowels, learn about their automatic rhythm, contraction and exertion movements. To master how acupuncture massage will affect the individual system, to avoid any adverse happenings.

##### d. Pathology

This is the study of the causes of illness. Ailments may be due to cold, summer humidity, hot, external injury or virus, bacteria, fungi, or parasites. To master the ways of healing and other preventive measures, one needs to observe the external behavior, internal symptoms, harmfulness, infectious route and to develop a satisfactory way of healing and prevention.

##### e. Neurology

It is the study of nervous system and its basic functions. The nervous system is the dominant system in the human body. Our body is composed of many different organs and systems, and each of them possesses its own specific function, all under the control of the nerve system and is regulated centrally. They are mutually restraint but on the other hand work in co-ordination with each other so as to maintain the body's internal homeostasis. The body then becomes a complete unity, and be able to adapt to the





external environment for survival.

The nerve system is composed of the central nerve system (cerebrum) and the peripheral nerve system (spinal nerve, splanchnic nerve and somatic nerve). Students are required to master the network of nerve system and its importance.

#### **f. Sport Injuries**

Our daily activities may cause injuries on different parts of our body. Recovery can be attained through stretching, other muscular exercise or bone setting by applying different massage technique, such as pinch, mold, knead, press and smoothing etc.

This course focuses to train students to understand and evaluate common injuries. By, students also will learn how to utilize appropriate massage techniques to stimulate blood circulation, how to restore joints and muscles to its original status, and relieve swollen pain.

## **2. Practical Operation Section**

### **a. Swedish Massage**

Swedish 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. Students are requested to learn all the following series of Swedish massage techniques.

- 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 of 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 the skin surface.
- e. Vibrating is completed by oscillatory movements to shake the body.

### **b. Foot Reflexology**

Foot reflexology is an ancient method with thousands of years of history, for preventing and healing diseases. The seminar on "Foot Reflexology" held in California in 1980, affirmed the preventive and healing effect of reflexology and attracted lots of national attention. Research has established that there are over 70-foot reflex zones at both feet, and they are in correspondence to different parts of the body. The tenderness reactions and tissue variability (grainy, massive, cord) arisen from the feet reflex zones practically reflect that ailments exist with corresponding organs. Thus, the feet reflex zones represent the window for pathological changes in different group tissues and organs. Through foot massage, foot fatigue can be relieved, and have a therapeutic effect on existing diseases with the corresponding organs. In this course, students will learn how to utilize massage technique to relieve the pain of the body and treat diseases of various organs.



**c. Acupressure Massage**

Acupressure massage is based on traditional Chinese meridian theory focusing on skeleton muscles and acupuncture points. It is applied along the skeleton muscles and aims to identify the healing acupuncture points by pressing with fingers or stick approach to a relieve pain. Students will learn massage techniques: knead, point pressed, pinch, thump, knock, roll, etc. This course also will help students to understand the oriental Medical Treatment, as well as to integrate with western medical practices.

**d. Chair Massage**

Chair Massage that is performed while the client sits fully clothed in a special chair. It is ergonomically designed and offers full support of the head, arms, torso and legs. In this course, students will study to use a combination of deep tissue massage techniques and Swedish massage techniques to efficiently to relax the tension of the muscle groups in the neck, shoulders, back, arms and hands.

**e. Shiatsu Massage**

Shiatsu is a form of Japanese bodywork based on the theoretical framework of traditional Chinese medicine. It involves applying pressure to special points or areas on the body in order to increase blood flow, decrease stress, improve physical and mental well-being, and alleviate discomfort. In this course, students will learn palpation techniques of Shiatsu, and how to use fingers, thumbs, feet and palms pressure to stimulate acupuncture energetic pathways or meridians on the body.

**f. Thai Massage**

Thai massage is an authentic ancient way of massage; focus on joint activities but not at acupressure points. It is maneuvered with the concentric characteristic, start from the foot, applying massage techniques like pinch, press, pull and stretch, hug, step, cuddle, tread, back, extending to the center of the body. Students will learn how to improves joints agility, muscle relief, and have the effect of fatigue elimination, improve blood circulation, muscular relaxation, and promote circulation, body and energy revitalizing.

**e. Body Massage Assessment, Theories and Application**

To become a qualified massage therapist, students must be familiar with massage treatment procedures and related issues, such as Universal Precautions. In this course, students will learn general regulations and professional ethics of massage therapy, Contraindication, Hygiene, HIV, and First Aids. Also, students will practice how to evaluate clients' situation, how to assess musculoskeletal variances and how to appropriately apply Swedish massage techniques.

Practical Training: Students are offered practical training sessions. Instructors will conduct hand-on-hand tutorials by directing students on how to identify bones and muscles, the position of the five viscera and six bowels and how to master Swedish massage techniques. Students are required to practice among themselves to enhance the understanding of the basic concepts and strengthen their level of skills through practice.

Internship: In addition, the institution is equipped with massage operation room. Students also will learn and practice about customer contact which is an essential commercial operational practice, digesting the theoretical knowledge in combination



with a practical experiment, laying the foundation for job experience.

**f. Business Operations**

Students will be taught about the knowledge of commercial laws, massage regulations in various states, shop setting up requirements and items of significant concern, application of certificate, etc. To observe and work in compliance with rules is essential and is the key leading to success.

**g. Ethics**

In this course, 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, the principle of body contact, etc.

**h. Health and Hygiene**

The massage industry is an industry with ample people contacts. Attention and care must be paid to hygiene, strict quarantine disinfection, non-infectious diseases, especially skin diseases, such as AIDS. For this course, students are required to 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 and disease and preventive measures.

**i. CPR and First Aid**

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.

**j. Hydrotherapy**

Hydrotherapy is the utilization of water temperature for pain treatment. If just hurt, muscles get swollen, only cold or ice water should be applied on skin service. If it is arthropathy, cold treatment would generate pain, hot water treatment should be applied, as it is related to physical treatment. In this course, students will learn how and when to use hot thermal treatment and 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.



## VI. Entry Policy and Procedure

### A. Entry Requirements

1. Fill out an application form and submit to the school together with two passport-size photos and \$100 registration fee (non-refundable if the enrollment canceled after five days);
2. At least 18 years of age upon submission of the application form;
3. Possess a high school diploma or equivalent qualification;
4. Washington College does not admit Ability-to-Benefit (ABT) students;
5. Exempt from any disease or disability that restrict him/her to maneuver massage;
6. Proof of ability to pay tuition fees.

#### Equivalency Test

Students can make an appointment to take the equivalency test locally at:

1. Administration Office of Washington College
2. El Monte-Rosemead Adult School (GED TESTING CENTER)  
10807 Ramona Blvd, El Monte CA 91731  
Tel: 626-258-5800

For other California locations, refer to:

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

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

For more details information, please see at [http://www.bppe.ca.gov/schools/usde\\_tests.pdf](http://www.bppe.ca.gov/schools/usde_tests.pdf)

### B. NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Washington College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Educational Program (Certificate) you earn the Educational Program is also at the complete discretion of the institution to which you may seek to transfer. If the Educational Program (Certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Washington College to determine if your Educational Program (Certificate) will transfer.

### C. What You Need to Know Before Enrollment

1. Washington College does not enroll students from foreign countries because we are not qualified to issue I-20 yet.



2. Washington College does not provide Financial Aid which is granted by the Federal Government. Please be noted that students are responsible to pay the tuition by them.
3. Washington College offers education certificates only, no degrees.
4. Washington College provides instruction with English. All students MUST take the examination in English if she/he wants to obtain the license in CA. After graduating, students who take massage courses probably need to attend the CAMTC or FSMTB English examination to obtain a license.
5. Washington College does not offer English language services.
6. Washington College does not award credit for student's prior experiential learning.

## VII. Tuition Fees Standard

### A. Tuition Fees Table

Programs	Tuition Fee	Course Duration (week)	Registration Fee	Textbooks	STRF*	Estimated total charges for period of attendance	Estimated total charges for entire educational program
250H	\$1,500	8	\$100	\$300	\$0.00	\$1900.00	\$1900.00
500H	\$2,500	16	\$100	\$400	\$0.00	\$3,000.00	\$3,000.00
600H Junior Massage Therapist	\$3,000	20	\$100	\$200	\$0.00	\$3,300.00	\$3,300.00
750H Intermediate Massage Therapist	\$4,500	26	\$100	\$400	\$0.00	\$5,000.00	\$5,000.00
1100H Senior Massage Therapist	\$8,800	36	\$100	\$600	\$0.00	\$9500.00	\$9500.00

### 15 Continuing Education Programs

Programs	Registration Fee*	Tuition Fee	Textbooks and Materials	Total
Advanced Swedish Therapy	\$ 50.00	\$ 650.00	\$150.00	\$ 850.00
Advanced Acupressure Therapy	\$ 50.00	\$ 350.00	\$150.00	\$ 550.00



Aromatherapy	\$ 50.00	\$ 175.00	\$ 300	\$ 525.00
Ayurveda	\$ 50.00	\$ 150.00	\$ 150.00	\$ 350.00
Chair Massage Therapy	\$ 50.00	\$ 300.00	\$ 150.00	\$ 500.00
Deep Tissue Massage Therapy	\$ 50.00	\$ 300.00	\$ 150.00	\$ 500.00
Hot Stone Massage Therapy	\$ 50.00	\$ 300.00	\$ 200.00	\$ 550.00
Thai Massage Therapy	\$ 50.00	\$ 300.00	\$ 150.00	\$ 500.00
Sports Massage	\$ 50.00	\$ 300.00	\$ 150.00	\$ 500.00
Specialized Massage Therapy	\$ 50.00	\$ 350.00	\$ 150.00	\$ 550.00
Craniosacral Therapy	\$ 50.00	\$ 300.00	\$ 150.00	\$ 500.00
Reiki	\$ 50.00	\$ 300.00	\$ 100.00	\$ 450.00
Shiatsu	\$ 50.00	\$ 300.00	\$ 150.00	\$ 500.00
Internship	\$ 50.00	\$ 250.00	\$ 200.00	\$ 500.00
Advance Massage Business Operation	\$ 50.00	\$ 550.00	\$ 100.00	\$ 700.00

**Note:**

1. Registration fee is non-refundable;
2. Tutoring Fee for makeup \$15/hour (Not Included)
3. \*Student Tuition Recovery Fund(STRF) is zero from Jan 1, 2015
4. The period of attendance to total hours are the same.
5. The tuition fees of additional programs must pay off in one time. If you have any additional questions, please contact the administration office.



**B. Total Charges for A Period of Attendance and Entire Education Program**

Attendance Charges Program	10%	20%	30%	40%	50%	60%-100%
250 H	\$150	\$300	\$450	\$600	\$750	\$1,500
500H	\$250	\$500	\$750	\$1,000	\$1,250	\$2,500
600H	\$300	\$600	\$900	\$1200	\$1500	\$3,000
750H	\$450	\$900	\$1350	\$1800	\$2250	\$4,500
1100H	\$880	\$1760	\$2640	\$3520	\$4400	\$8,800

**Note: The tuition fees of the 15 additional programs must pay off in one time. If you have any additional questions, please contact the administration office.**

**C. Schedule of Payments and No other fees statement**

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 the program.

**D. Student Tuition Recovery Fund**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.



2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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





### E. Refund Policy and Procedures

A student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later for a course of instruction including any equipment such as books, materials related to the instruction offered in the Agreement. To receive a refund, the student has to go to the administrative office personally to deal with all the necessary cancellation procedures. The notice of cancellation shall be in writing and a withdrawal may be effectuated by the student’s written notice or by the student’s conduct, including, but not necessarily limited to, a student’s lack of attendance.

If student cancel this agreement, the College will refund you any money that you paid, less any deduction for the part of the course not taken and equipment not timely returned in good condition, within 30 days after your notice of cancellation is received. If you fail to return this equipment, including books, or other materials, in good condition within the 30 days period, the College may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation. Students will have the opportunity to cancel without penalty, if notice of cancellation is given before midnight of the seventh business day following the first class you attend.

The student’s withdrawal is the last date of academic attendance as determined by the institution from its attendance records. The withdrawal date for a student who does not return from an approved leave of absence is set retroactively to the last date of attendance, as determined by the institution’s attendance records.

If Students withdraws from the course of instruction after the period allowed for cancellation and prior to having completed 60% of his/her program, the College will remit a refund, if applicable, less a registration fee not to exceed \$100, within thirty (30) days following the withdrawal. Students are obligated to pay only for educational services rendered (including fees associated with those services), and for unreturned books, materials or equipment. Students will be charged tuition based on the number of hours he/she attended, multiplied by the hourly tuition rate. Charges for unreturned books, materials, and equipment will be deducted from the amount of the refund.

### F. Refund Percentage Table and Example

#### Massage Therapy Programs

Course	Percent of Course Completion						
	10%	20%	30%	40%	50%	60%	Over 60%
250H	\$1,350	\$1,200	\$1,050	\$900	\$750	\$600	0
500H	\$2,250	\$2,000	\$1,750	\$1,500	\$1,250	\$1,000	0
600H	\$2700	\$2400	\$2100	\$1800	\$1500	\$1200	0
750H	\$4050	\$3600	\$3150	\$2700	\$2250	\$1800	0
1100H	\$7920	\$7040	\$6160	\$5280	\$4400	\$3520	0



15 Continuing Education Programs

Program	Percentage of Course Completion						
	10%	20%	30%	40%	50%	60%	Over 60%
Advanced Swedish Therapy	\$585.00	\$520.00	\$455.00	\$390.00	\$325.00	\$260.00	0
Advanced Acupressure Therapy	\$315.00	\$280.00	\$245.00	\$210.00	\$175.00	\$140.00	0
Aromatherapy	\$157.50	\$140.00	\$122.50	\$105.00	\$87.50	\$70.00	0
Ayurveda	\$135.00	\$120.00	\$105.00	\$90.00	\$75.00	\$60.00	0
Chair Massage Therapy	\$270.00	\$240.00	\$210.00	\$180.00	\$150.00	\$120.00	0
Deep Tissue Massage Therapy	\$270.00	\$240.00	\$210.00	\$180.00	\$150.00	\$120.00	0
Hot Stone Massage Therapy	\$270.00	\$240.00	\$210.00	\$180.00	\$150.00	\$120.00	0
Thai Massage Therapy	\$270.00	\$240.00	\$210.00	\$180.00	\$150.00	\$120.00	0
Sports Massage	\$270.00	\$240.00	\$210.00	\$180.00	\$150.00	\$120.00	0
Specialized Massage Therapy	\$315.00	\$280.00	\$245.00	\$210.00	\$175.00	\$140.00	0
Craniosacral Therapy	\$270.00	\$240.00	\$210.00	\$180.00	\$150.00	\$120.00	0
Reiki	\$270.00	\$240.00	\$210.00	\$180.00	\$150.00	\$120.00	0
Shiatsu	\$270.00	\$240.00	\$210.00	\$180.00	\$150.00	\$120.00	0
Internship	\$225.00	\$200.00	\$175.00	\$150.00	\$125.00	\$100.00	0
Advance Massage Business Operation	\$495.00	\$440.00	\$385.00	\$330.00	\$275.00	\$220.00	0



If the student enrolled in 500H Massage Program, he/she cancels at 240 hours the example below would be the refund that he/she would be entitled to receive

Tuition for program (500H)	\$2500.00
Divided by 500 (hours in the program)	÷500
Hourly cost	\$5.00
Multiply by 240 (actual total attended hours)	×240
Tuition earned through pro-rated attendance	\$1200.00
Total amount owed	\$1200.00
Minus amount paid by student	(2500.00)
Amount overpaid	\$1300.00
Amount to be refunded	\$1300.00

### G. Statement for Students Loan Repaying

At the present time, Washington College is unable to offer federal and state financial aid to students. A student enrolled in an unaccredited institution is not eligible for federal and state financial aid.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.



## VIII. School Rules

### A. Students' Code of Conduct

When registered and become a student of this school, you must comply with the following:

1. To comply with and do not violate all school rules and regulations. Be a good student and demonstrates honesty, integrity, and work hard for academic achievements;
2. To respect principal, teachers, and students, no fighting, quarrels and other impolite behavior;
3. Weapons, dangerous and illegal items are not permitted to bring into the school;
4. Alcohol or illegal drugs are prohibited on campus;
5. Do not damage any items of the school, such as plants, tables, chairs and other equipment;
6. Theft is prohibited;
7. Cheating is forbidden in examinations;
8. Must commit to financial responsibilities and obligations;
9. Sexual harassment or assaulted behavior is prohibited;
10. Discrimination against mentally handicapped students is not allowed.

If students have abused one or more of the above-mentioned rules, the school management committee has the sole discretion to penalize the offending student, including observation custody, suspension of classes and dismissal. All penalties will be recorded on file once a student is dismissed by the school.

### B. Attendance

Attending classes is important and necessary for all courses, since absence will impair the normal learning process. The school places a high emphasis on attendance and instructors will be responsible for students' attendance record. Students are required to attend all scheduled classes regularly and punctually. Students are required to call the administration office as soon as practical on the first day of absence and give an estimate of the duration of the absence. If a student is below 85% attendance in any course without official absence excuses, the student will be placed on custodial observation status.

### C. Classroom Requirements

Students are requested to respect instructors and pay attention while they are taking courses in the classroom, whisper and dialogues between students, leaving the classroom without asking for permission are not allowed. If the student has any doubt or question, he/she must first raise his/her hand, and permission must be granted by the instructor before he/she can speak. Obey whatever guidance the instructor gives, and if you have any opinion with the instructor, you can reflect your view to the principal after class, and not to combat with the instructor. Everyone has to preserve good manners.



#### D. Late

Students must arrive on a timely basis when taking classes. If a student is late for ten minutes or more, it will be marked on file as "late". If he/she is late for three times or more, the student is required to take a 1-hour make-up class. If a student is late for an hour or more or leaving the class early, he is reckoned for absence. Those students who need to take make-up classes have to contact instructors themselves. Once the required hour(s) is met, instructors will sign off on the requisite form, and the absence record will be removed.

#### E. Leave of Absence (LOA)

Students can apply for leave of absence due to official absence excuses (medical excuse note, or circumstances covered under the Family and Medical Leave Act, jury duty, etc.). A request for LOA must be submitted by writing include the start and end dates to the dean. The Chief Academic Officer will approve or deny the request in writing. In the event of extenuating circumstances, the CAO has the discretion to grant an additional LOA. The minimum length of a LOA is 14 days. Any LOA approved will not exceed 180 days in a twelve-month period. Students will not be assessed additional tuition charges while on the LOA. The student enrollment schedule will be extended for the same number of days taken for the LOA. Students returning from an authorized LOA will retain hours completed and will return to the same status they held prior to their LOA. Students returning from a LOA must coordinate their return with the campus Registrar.

If a student absents without any official absence excuses, or subsequent leaves of absence is not granted or date of return to school is delayed, the case will be treated as absence and the school administration office will arrange the student to make-up classes (or to repeat the entire course and handle all related issues.

#### F. Make-up Classes

The student has to apply for the make-up from instructors and waiting for the arrangement from the administrative office and pays the tutoring fee \$15 per hour. Students need to make-up not only the missed class hours but also the missed class content.

#### G. Policies and Procedures for Repeated Classes

Even though a student has no record of absence, late arrival or early leave, if his/her academic performance is below 2.0 GPA, or has failed in the practical examination, he/she has to repeat since the school is responsible for their performance to be satisfactory for their employment. Students proposed to take repeat classes are first appraised by the instructors, with their own consent, and have the approval from the school administration office. Repeaters are required to pay the tuition fees.

#### H. Dismissal Policy

Violation of school rules is a serious issue, and those who have repetitively demonstrated such faulty behavior will be assessed by the School Management Committee and principal approval is needed before the student can be dismissed. The student will be notified in writing if the dismissal decision has been reached, and confirmed to the student with a letter issued stating the effective date of the dismissal. The dismissal will be recorded on file then.



## I. 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 is irresolvable between both parties, an appointment with the Staff Director can be made to further address and resolve the issue. To appeal to the President is acceptable if it can't be resolved. If the student cannot be satisfactorily answered, any complaints may be directed to:

2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or  
P.O. Box 980818, West Sacramento, CA 95798-8018  
Web site address: [www.bppe.ca.gov](http://www.bppe.ca.gov)  
Telephone number: (888) 370-7589 or by fax (916) 263-1897

## J. 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: **Washington College at 1455 Monterey Pass Rd. #208. Monterey Park, CA 91754** or hand in to the administrative office in person.

## K. Re-entry into Class Procedure

Should a student receive 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.

## L. School Record Keeping Policy

Student records are confidential, and no one is allowed to view them without the consent of the student himself/herself, except requested by government agencies. Under California State Law, student records are required to retain for at least 3 years, and students' academic transcripts will be retained indefinitely. Our school will comply when the government agencies request to check and verify student records and transcripts.

## M. Non-discrimination Policy

The school welcomes students around the world, regardless of gender, race, color, nationality and religion. The school will not discriminate against students, and under no circumstances, should any act of discrimination to be demonstrated within the school premises.



## IX. Scoring Standard and Minimum Requirements

### A. 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, the 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

**B. Minimum Score Standard****1. Minimum Standard Requirements**

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

- a. 100% attendance
- b. The average score is at least 73.75 or above (or GPA is at least 2.0 or above)

**2. Progress Report and Requirement**

A paper progress report will be issued to every student each semester. After completion of 25% of the course, it is requisite that the student needs 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 of 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. Achievements Assessment Standards

Assessment of student achievements will be based on two scopes:

#### 1. Theoretical Course Assessment

The 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.

#### 2. 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.

#### 3. 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.

### D. 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 an 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 the class and pass the exam in order to receive a Certification.



## X. Other Related Information

### A. Massage License Related Information

Students need to take the Massage and Bodywork Licensing Examination (MBLEx). It is offered by the Federation of State Massage Therapy Boards (FSMTB). This is a prerequisite for applying massage licenses of states. And there are different requirements in different states in America. For the same state, there are also different requirements in individual counties and cities which bring lots of troubles to students. Below is the brief description of license requirement in American states and Los Angeles County.

#### 1. License Requirements for the Respective States in the U.S.

- a. 300 Hour: DE
- b. 500 Hour: AR, CO, CT, CA, 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,
- c. 600 Hour: HI, KS, KY, PA, UT, WI
- d. 650 Hour: AL, MA, NM
- e. 700-750 Hour: NH, ND, AZ, MS, OH, IL
- f. 1000-1100 Hour: NE, NY

#### 2. California License Requirements

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.

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

- a. The California Massage Therapist Council (CAMTC) issues one type of certificates for people who completed 500 hours of massage education:

- a) Certified Massage Practitioner (CMP)

The CAMTC stop to issue a Certified Massage Practitioner (CMP).

- b) Certified Massage Therapist (CMT)

The CAMTC requires the applicant to have 500 or more hours of massage education in order to be a Certified Massage Therapist (CMT).

- b. 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.



## B. Library

Currently, Washington College does not have a library, but there are a wide variety of resource materials available for students to use inside and outside of class. Students may do research and use textbooks, DVD or video materials, dictionaries and encyclopedias newspapers. The check -in/check-out system based on the honor system. Students may borrow resources at any business time; we only ask that resources are returned in a timely manner (within one day) and in the same condition as they were when checked out.

There are 2 libraries nearby, within 10 minutes' driving distance. One is Monterey Park's Bruggemeyer Library (318 S Ramona Ave Monterey Park, CA), and the other one is East Los Angeles College's Helen Miller Bailey Library (1301 Avenida Cesar Chavez Avenue, Monterey Park, CA). They are of reasonable size and have a comprehensive collection of books available for borrowing. The Monterey Park Bruggemeyer library is open to all visitors to use their informational resources and requires visitors to obtain a library card in order to check out books. Business hours are Mon-Tue noon-9pm; Wed-Thu 10am-6pm; Fri-Sat 10am-1pm; Sun 1pm-5pm. The Helen Miller Bailey Library is open to all visitors but requires a student ID for East Los Angeles College to check out their books. Business hours are Mon-Thu 8am-9pm; Fri 8am-5pm; Sat-Sun closed.

## C. Accommodation

Although Washington College does not provide dorms, there is plenty of accommodation available in the surrounding area within a parameter of 1 mile and the daily rental ranges from \$10 to \$60. Long term rental is also available at approximately \$300-\$500 per month which is good for those who have long-term study planning. Please note that our institution is not responsible for assisting students with finding housing.

## D. Learning Guidance

The school administration provides learning guidance to recommend students to select relevant courses to meet the license requirement of different states, counties and cities where they choose to work in. It helps students to save time and money and brings them convenience in looking for employment and applying for license in the future.

## E. Employment Guidance

First, we motivate students to look for job opportunities on the newspaper. Our college only provides assistance and job information, but not guarantees employment.

Second, we will build a net between the college and the graduates. The old graduates will recommend our new graduates first when their employers are hiring. In addition, our instructors are all experienced. They have many previous colleagues who can refer our graduates to work in different states.

Last, our college directs graduates to have their business. Starting a business is fairly difficult and students will face many challenges. Our college will help our graduates overcome difficulties and be successful.



## F. Enrollment Statement

**Our school has received approval from The Bureau of Postsecondary Education, so we are enrolling any student now.** However, this does not imply that the Bureau endorses programs, or that Bureau approval means the institution exceeds minimum state standards. We will advertise and set up our website and students can query the approval information via bureau's Internet Web Site: [www.bppe.ca.gov](http://www.bppe.ca.gov). For more details, please contact Bureau for Private Postsecondary Education at:

**2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or  
P.O. Box 980818, West Sacramento, CA 95798-8018  
Web site address: [www.bppe.ca.gov](http://www.bppe.ca.gov),  
Telephone: (888) 370-7589,  
Fax: (916) 263-1897.**

## G. Self-Monitoring Procedures

The school board will hold quarterly meetings to discuss and review important events that are relevant to the school. Matters pertaining to enrollment, student's completion of programs, dismissal and grievance, instruction, financial affairs, and enforcement of the school's rules and regulations will all be under the supervision of the school board. Also, any notices and changes made by the BPPE or other governing entity will be taken into account by the board and implemented by Washington College. In addition, the school's catalogue will be updated yearly to address any changes made by the BPPE or other entity.

## H. Bankruptcy Statement

In accordance with the United States bankruptcy code, institutions must provide a statement specifying whether it has a pending petition in bankruptcy, is operating as a debtor, has petitioned within the past five years, or has had a petition in bankruptcy filed against it in the preceding five years resulting in reorganization. In this case, none of the aforementioned conditions apply to Washington College.

## I. Catalog Revisions and Supplements

The Washington College catalog is revised annually. We reserve the right to make changes when necessary without prior notice. The Catalog is available at no charge and will be provided to each enrollee prior to enrollment. Further information on program class schedules may also be provided in the catalog supplement. All prospective students, enrollee and students can obtain a copy of the catalog from the administration office of Washington college. 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.

# Welcome to Washington College!