



## **Start a career as a Massage Therapist**

Whether you enroll as a full-time or part-time student, AIM has a program with you in mind. Class sizes are small to ensure the student gets personalized instruction. Also, our school fees are amongst the lowest in the State. At AIM, we understand students are working towards a career and should not be burdened by the high costs associated with other schools.

**2021 Course Catalog**

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**Train to be a  
CERTIFIED MASSAGE  
THERAPIST**

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**Small Classes at  
affordable prices**

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**Join Now**

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**CAMTC APPROVAL CODE  
SCH0125**

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**ANDAMAN INSTITUTE OF  
MASSAGE**

**3108 San Luis Rey Rd.  
Oceanside, CA 92058  
760.453.7277**

**[www.andamaninstitute.com](http://www.andamaninstitute.com)**

# Welcome

It's an honor to welcome you to Andaman Institute of Massage (AIM). We strive to balance your learning experience in the art and clinical study of massage. This course catalog is updated annually, or whenever changes in scheduling or content occur. Prospective students and returning students can obtain the latest course catalog by contacting our main office at 3108 San Luis Rey rd., Oceanside, CA 92058 or by calling (760)453-7277. Also, a current AIM Catalog will be available for download by logging onto our web-site @ [www.adamaninstitute.com/catalog](http://www.adamaninstitute.com/catalog). Beginning students will be with faculty and staff who are dedicated to the growth and development. We emphasize what we call Goal-Focused Learning. Our core values are Compassion, Excellence, Integrity, Respect, and Self-Discipline.

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*"No one cares how much you know until they know how much you care."*

*Anonymous*

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Each of you are encouraged to search within yourself to find ways to strengthen these virtues in everything you do. You also will find an incredible mixture of cultural diversity at AIM. Revel in our similarities and differences to use each interaction helping you understand the issues that separate us. With understanding comes acceptance, and with acceptance come peace and fellowship. It is our honor to offer our knowledge to each of you and we will stay true to our values. Please do not hesitate to reach out to the administration or faculty staff for any question. You will find we are all attentive and engaged in your success here at AIM. Every effort is made to ensure that the course information, applicable policies, and other materials presented here is accurate and current. The appropriate instructional departments or administrative offices will be consulted for updates, including catalog supplements. In the event a correction or update is warranted, a catalog addendum will be published electronically and will be available for download from the web-site.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by Andaman Institute of Massage, may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Ste 225 Sacramento Ca 95834, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888)370-7589 or by fax (916)263-1897.

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### *Mission Statement*

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Andaman Institute of Massage is committed to preparing graduates for a career in the field of Massage Therapy by qualified faculty. Our Institute fosters values such as a commitment to pursue lifelong learning in massage therapy training promoting education which develops and advances the art, science and practice of massage therapy and to enhance the quality and effectiveness of its graduates. Andaman Institute Of Massage develops student's intellectual, analytical, and critical abilities by the knowledge gained through challenging coursework, examinations, and continuous instructor feedback. Andaman Institute of Massage believes in giving back to our local community through charitable events and meet and greet functions with potential employers

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### *Objectives*

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Our goal is to have each student acquire the essential analytical and critical abilities, attributes, and skills necessary for employment as massage professionals. We empower individuals with the professional skills and development of values necessary to achieve higher levels of career excellence in the massage industry.

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### *Dates Covered in this School Catalog.*

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This catalog covers periods from:

**January 01, 2021 to December 31, 2021**

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## *AIM Enrollment*

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Andaman Institute of Massage is a private institution that is approved to operate by the Bureau and that “approval to operate” or “approval” means compliance with state standards as set forth in the CEC and 5,CCR. AIM is a non-accredited institution. 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. AIM will offer the following course:

### **1. Massage Therapist (MT) – 520 Hours**

#### **Facilities:**

All courses will be held the location listed below. Please contact us at the number listed below for more information or directions.

3108 San Luis Rey Rd. Oceanside, CA 92058

760-453-7277 or Text: 760-941-3333

Web-Site: [www.andamaninstitute.com](http://www.andamaninstitute.com)

Email: [admin@andamaninstitute.com](mailto:admin@andamaninstitute.com)

#### **Facilities (cont.):**

AIM is located in the heart of Oceanside, conveniently located 1 mile west of the Interstate 5 FWY. This office is approximately 2520sq ft. We have two large classrooms that are used for both lecture and hands-on training. Additionally, we have a reception area, two treatment rooms, lecture room and office. We strive to make the students and faculty feel comfortable in an environment geared for learning. AIM maintains a small library in the reception area for enrolled students. Students may, at their own choosing, check-out material to further their education. Please consult the instructor or a member of the administrative team for our check-out policies.

Office tables and chairs and massage classroom equipment such as massage tables and chairs are available to students. Wi-Fi is available for student use throughout the facilities.

#### **Admissions:**

Prospective students may enroll in any of our classes or programs by visiting our office and meeting with our Chief Academic Officer. Our office hours are 10:00 am to 7:00 pm Mon-Sat, and closed Sun. Our class sizes are small to meet the individual needs of our students, so we ask that you sign up at least 30 days prior to the start of class. We cannot guarantee space will be available if we do not receive your signed enrollment agreement less than 30 days before the start of your class.

AIM will admit students from other countries provided they meet our admission requirements. AIM does not offer visa services and we do not vouch for student status. All students are expected to comprehend English at the High School level and the lessons being taught. This will be determined by the Chief Academic Officer during the initial interview. Non-English speakers must provide proof of language

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proficiency in the form of TOEFL test results. Ability-to-benefit students are not accepted for the Massage Therapy program (520 hours).

**Admission Standards:**

All students interested in enrolling in any course must be 18 years of age and hold a High School diploma or equivalency. Our program offers an entry level into the massage profession. As such, no previous experience is necessary. Massage training involves physical activity. All incoming students are expected to be in good health and fully capable of performing the required movements involved in massage therapy. Students are expected to give and receive massages. Additionally, all courses and course material will be presented in English only. English level competency is documented with evidence of High School graduation or equivalency. Each student will be expected to comprehend the material and presentations in English only. No additional assistance can be given in any other language.

- Andaman Institute of Massage has not entered into an articulation or transfer agreement with any other institution.
- This institution does not award credit for satisfactory completion of CLEP or other comparable examinations. The School does not accept credit for experiential learning; no Ability to Benefit Students will be admitted.

**Admission Standards: -Transfer of Credits:**

AIM does not guarantee transfer of credit either to or from this institution. Students who wish to have a previous school credit applied to any AIM program must first submit official transcripts before they begin their training program. AIM will only accept transfer credits from CAMTC approved schools. Students are strongly encouraged to submit documents early to ensure credits can be applied. Andaman Institute of Massage has not entered into an articulation or transfer agreement with another college, university, or institute.

Students must have successfully passed the applicable coursework with a grade of “C” (70%) or better to be considered. To receive transfer credit for a particular course, the course must be equivalent in content to the AIM course and must have an equal or greater number of clock hours. Transfer credit will only apply to coursework that was completed within the past 5 years. It is at the discretion of AIM’s Chief Academic Officer to evaluate a student’s previous training and award credit to our programs. Students are required to complete at least 60% of their total class hours at our institution in order to graduate.

Andaman Institute of Massage (AIM) makes no claim to offer student services other than the classroom instruction for Massage Therapist. Periodically, AIM will receive notices for job opening from local businesses which are posted on our student bulletin board in the breakroom. Andaman Institute of Massage makes no guarantee for employment or promises to students that any massage therapist positions will be available in their chosen area.

**Retention of Student Records:**

All student records are retained at the main office location for a minimum of 5 years. Student transcripts are kept indefinitely. Upon graduation, AIM will send one official copy of their transcript to CAMTC free of charge. Any additional copies will be charged at \$15.00 per copy. In order to receive the transcript, the student must not have any outstanding balance due.

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

The transferability of credits you earn at Andaman Institute of Massage is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in your educational program (Massage Therapist) 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 coursework at that institution. For this reason you should make certain that your attendance at AIM will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Andaman Institute of Massage to determine if your certificate will transfer.

### **Instruction Methods:**

Our teaching method include traditional classroom lecture, hand-outs, multi-media, class discussion, and hands-on practice. Students are assigned textbooks and periodicals to complete their study.

### **Eligibility for Certification:**

Students who successfully complete the 520 hour Massage Therapy program and have paid all course fees in full will receive a graduate certificate. Graduates from AIM are eligible to apply to the California Massage Therapy Council (CAMTC) for certification.

In order to obtain certification as a massage therapist, CAMTC requires an applicant submit a written application and provide satisfactory evidence that he or she meets all of the following requirements:

- Be 18 years of age or older;
- Pay the \$200 fee;
- Submit fingerprints to an authorized agency in California for a Live Scan using only the CAMTC form at [Request for Live Scan Service](#) (the authorized agencies charge you a fee for this service) and pass a criminal background check;
- Pass one of the following CAMTC approved exams.
  - NOTE: Effective Jan 1, 2019, Passing the Approved exam will not be required for certification.
- Have successfully completed, at a CAMTC approved school, curricula in massage and related subjects totaling a minimum of 500 hours (or the credit unit equivalent), which incorporates appropriate school assessment of student knowledge and skills. Of the 500 hours, a minimum of 100 hours shall be in anatomy and physiology, contraindications, health and hygiene, and business and ethics; and
- Have not violated any of the provisions of the California Massage Therapy Act or any policy, procedure, or regulation of CAMTC.

Students are encouraged to read the full text requirements which can be found at [www.camtc.org](http://www.camtc.org) or by calling CAMTC direct @ (916) 669-5336.

Attendance and/or graduation from a California Massage Therapy Council approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions code sections 4600 et. Seq.

A student of any member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about the school may contact the California Massage Therapy Council at: One Capitol Mall, Suite 320, Sacramento, CA95814, [www.camtc.org](http://www.camtc.org), Phone (916) 669-5336, or fax (916) 669-5337. Related to the practice of Massage Therapy in the State of California, Regulations can be found in the California Business and Professions Code Section 4611. It states:

(a) It is an unfair business practice for a person to do any of the following: (1) To hold himself or herself out or to use the title of “certified massage therapist” or “certified massage practitioner,” or any other term, such as “licensed,” “certified,” “CMT,” or “CMP,” in any manner whatsoever that implies or suggests that the person is certified as a massage therapist or massage practitioner, unless that person currently holds an active and valid certificate issued by the council pursuant to this chapter. (2) To falsely state or advertise or put out any sign or card or other device, or to falsely represent to the public through any print or electronic media, that he or she or any other individual is licensed, certified, or registered by a governmental agency as a massage therapist or massage practitioner. (b) In addition to any other available remedies, engaging in any of the prohibited behaviors described in subdivision (a) constitutes unfair competition under Section 17200

**Accreditation:**

Andaman Institute of Massage is not accredited by an accrediting agency recognized by the United States Department of Education. A degree program that is unaccredited or a degree program from an unaccredited institution is not recognized for some employment positions, including, but not limited to, the State of California. Also, a student enrolled in an unaccredited institution is not eligible for federal financial aid. Graduates from our programs are eligible sit for the examination by Federation of State Massage Therapy Boards (MBLEx). Effective Jan 1, 2019, passing a CAMTC approved exam will not be required for CAMTC certification. Students are advised to research other state’s requirements if they plan to relocate outside California.

**Attendance:**

At AIM, we believe in order to reach the full benefit of our programs, students must be actively engaged. Daily attendance is required for all courses. Tardiness is not allowed, it disrupts the instructor and students may miss key information. All students are expected to be in class and ready to participate at the appointed time. AIM does not offer distance education.

Instructors and administrators at Andaman Institute of Massage expect students to attend all classes in the massage program. However, we realize there are extenuating circumstances when a student, due to illness or personal matters, cannot be in class. To ensure students are receiving the course information and supervised instruction necessary to become competent therapist, we have established and require a minimum attendance percentage of 85% in each course.

Students with attendance below 85% will be required to attend make up class prior to the final exam. It is at the discretion of the instructor to allow make-up hours and the student may be required to bring supporting documents to justify the absence from class. Students are advised that excessive absenteeism could result in failing classes not meeting the minimum standards to graduate.

Approved absence may require make up assignment, all missed class hours with the instructor at our facilities. Make up work will be assigned, and it is the student's responsibility to complete the work and submit it for credit. Additional fees may be assessed to the student for make-up hours. CAMTC requires: Students must have a minimum of 500 hours of education from CAMTC approved schools. Of the 500 hours, a minimum of 100 hours must be in the core subjects of anatomy and physiology, contraindications, health and hygiene, and business and ethics.

**Hygiene, Dress Code, and Draping Policy:**

Students are expected to maintain a high standard of personal hygiene while attending classes and while studying in the facilities. Students should be freshly showered with fingernails short, clean; hair should be clean and neatly tied up so that it doesn't hang below the shoulders. Please do not wear perfumes or cologne to class. AIM encourages students to wear professional attire that allows for freedom of movement. Additionally, AIM requires students to wear properly fitting clothes, no short cutoffs, holes in clothes, or revealing cleavage. Please refrain from wearing any piercing on your face during internship hours. AIM's establishes a draping policy to protect the client's privacy, provide a protective barrier, and aid in warming the client. The students drape each other and clients with a clean flat sheet over the entire body prior to massage. The student only undrapes the area of the body that they are massaging at that time. Instructors will demonstrate proper draping in the classroom and give corrective feedback as needed.

**Housing:**

This institution has no responsibility to find or assist a student in funding housing. This institution does not operate dormitories or other housing facilities, nor does it provide assistance or have any responsibility to assist students in finding housing. Housing in the immediate area is available in two story walkup and garden apartments. Monthly rent for a one-bedroom unit is approximately \$1,200 a month. ([www.apartmentguide.com](http://www.apartmentguide.com))

**Complaints:**

A student or any member of the public may file a complaint about this Institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form which can be obtained on the bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

**Students Rights / Grievance Policy:**

Here at AIM, we value and respect every student and will work hard to make their learning experience rich and rewarding. We understand that from time to time a student may wish to file a complaint and we have developed a grievance procedure to formally address student' concerns. Any student has the right to file an informal grievance or a formal grievance towards any faculty or instructor.

*Informal Grievance Procedure:*

- The student initiates the procedure by requesting a discussion either verbally or in writing with an instructor or any member of AIM Staff.
- The staff member will listen to the grievance and attempt to resolve the situation in an agreeable fashion. Goals and a timeline will be clearly discussed and the student will have clear guidance on how the situation will be resolved.
- If the student is not satisfied, he or she may then request a Formal Grievance to be filed.



### *Formal Grievance Procedure*

- All formal grievances will be in writing. The student will prepare a written statement which will explain the situation and the individuals involved. It will include dates and any remedies taken to rectify the situation. This is submitted to the Chief Academic Officer who will be involved with the grievance until it is remedied.
- The Chief Academic Officer will gather any additional information from the instructors and anyone else directly involved. At the Chief Academic Officer's discretion, the student may be called in for an interview.
- After the investigation is complete, the Academic Officer will notify the student in writing regarding the final outcome of the grievance. This decision will be written to the student within 10 days of receiving the formal grievance.
- If the student is still not satisfied, He/she may file a complaint with the Bureau for Private Postsecondary Education whose phone number and web-address is found in the above section titled "Complaints".
- All Grievances are logged and recorded. Any staff recommendations for improvement are communicated in writing to staff and/or administrators.

### **Leave Of Absence:**

Should circumstances be such that a leave of absence is to be requested, a student must submit a request for a leave of absence to the main campus:

Andaman Institute of Massage  
3108 San Luis Rey Rd., Oceanside, CA 92058

The written notice must contain a statement of the nature of the request. At the discretion of the Chief Academic Officer, a leave may be granted for a reasonable time, as warranted by the circumstances. If a student repeatedly resorts to the use of a leave of absence, and if such applications show a pattern of delays, or should the issuance of a leave of absence be such that it would significantly interfere with the planned completion of a program of study, the Chief Academic Officer may, in his/her sole discretion, dismiss a student from the program and issue the appropriate refunds as may be required.

### **Cancellation and Refund Policy:**

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance.
2. Cancellation may occur when the student completes and signs CHANGE OF STATUS FORM (COS-001).
3. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$100.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.
4. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

**Student Withdrawals:**

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance. A notice of cancellation for the current term or from the school shall be in writing using the AIM cancellation form (CAN-001) and submitted to the school administrative office, 3108 San Luis Rey Rd. Oceanside, CA 92058. The student may request and receive a copy of this form from the instructor or any school employee. The refund will be less a registration or administration fee not to exceed \$100.00, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for three (3) consecutive weeks.
- The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of three (3) consecutive weeks. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. If the student has received

federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

**Student Probation:**

The Chief Academic Officer may place a student on academic probation if the student is not making satisfactory academic progress as per this institution's published policy. The student's grade point average will be monitored at the end of each enrollment period as the grades are posted. Should the student's GPA fall below that required for graduation, a student may be placed on academic probation. This will result in a formal advisory, which will be sent to the student by mail, explaining the reason for the probation. If the student wishes to appeal the formal advisory, the student is to submit a written request for an administrative academic review to the school main campus:

Andaman Institute of Massage  
3108 San Luis Rey Rd., Oceanside, CA 92058

After the completion of the currently enrolled term, the student will have two additional modules of instruction to bring his or her grade point average up to or exceeding the minimum standard of the institution. Thereafter, the student's failure to achieve satisfactory academic progress may result in dismissal from the program. The Chief Academic Officer will offer assistance in locating a suitable tutor, should such service be requested by the student. Any student seeking a tutor is financially responsible for the cost of all such tutoring.

**Student Dismissal:**

AIM reserves the right to dismiss or terminate a student for cheating or any inappropriate acts. This includes, but is not limited to, falsifying course work, inappropriate acts of a sexual nature, abusive or threatening behavior, and possession or under the influence of a controlled substance. Termination under these circumstances will be immediate and the student may be asked to leave this facility immediately. Additionally, a student can be dismissed for failure to meet his/her financial responsibility to this institution.

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## Staff

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**Rod Billups**, *Chief Executive Officer, and Massage Instructor.*

He brings with him, more than 25 years in Business Development. He spent the majority of his career cultivating international businesses having travelled to 26 Countries. Rod spent 2 years in Thailand where he was introduced to the art of massage healing. Rod teaches our business classes. With years of experience in business management and massage therapy, he plans classroom activities to enrich and add value to the lessons.

**Suporn Billups (Susi)**, *Chief Operating Officer, Chief Academic Officer, & Massage Instructor*

Susi originally trained in the art of massage from Phuket, Thailand. She brought that love of massage to San Diego, Ca and opened three successful massage businesses over the past 8 years. She now manages AIM as our CAO and Instructor. Her drive and customer focused attitude is what sets her apart from many in her field. Susi combines her knowledge of Eastern and Western modalities for our students to get a well-rounded education.

**Charles Celeste** M.B.A. Massage Instructor.

Charles joins our team as Massage Instructor. He has been an innovative, results driven educator with over 17 years of experience in post-secondary education working with a diverse student population within the health and wellness industry. Excel in building relationships and exceeding client and management expectations. Proven success in the areas of program management, curriculum development, student retention and graduation, leadership and mentoring, and conflict resolution. Strong skills in

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## *Course Descriptions*

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**Program:**

**Massage Therapist – 520 Hours**

The Massage Therapist 520 hour program is designed to teach students the basic skills along with more advanced modalities generally requested from employers. Student will be required to bring their own oils and linens. Students should dress in a manner that is clean, comfortable, and allows freedom of movement. Upon completion, the Massage Therapist Course meets the required course hours needed for California state certification. The 520 hour of training include:

<b>Code:</b>	<b>Course Description</b>	<b>Clock Hours Required</b>
<b>MT-100</b>	Circulatory Massage	<b>100</b>
<b>MT-101</b>	Body systems, Anatomy, and Physiology	<b>100</b>
<b>MT-110</b>	Business & Ethics	<b>30</b>
<b>MT-112</b>	Kinesiology & Pathology	<b>40</b>
<b>MT-201</b>	Sports Massage	<b>60</b>
<b>MT-202</b>	Reflexology	<b>20</b>
<b>MT-210</b>	Deep Tissue Massage	<b>50</b>
<b>MT-220</b>	Thai Massage	<b>60</b>
<b>MT-230</b>	Tui-Na	<b>60</b>

**Course Tuition and Fees:**

All charges listed are for this current catalog only and subject to change. Students should request the latest copy of our catalog for the most current schedule and fees. All fees are due once a student completes 50% of the program. Our admission staff will advise you of the payment options available.

- Enrollment Fee (non-refundable)..... \$142.00
- Tuition..... \$6190.00
- Books + Handouts..... \$165.00
- STRF..... \$3.00
- Total charges for the current period of attendance..... **\$6500.00**
- **ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM..... \$6500.00**

**Miscellaneous Fees:**

In addition to the required fees above, additional fees may be incurred, but are not required, during the course of the program. These fees are listed below.

<ul style="list-style-type: none"> <li>• Massage oils = \$2.00 per 16oz bottle.</li> </ul>	<ul style="list-style-type: none"> <li>• Linens = \$10.00 per sheet</li> </ul>
<ul style="list-style-type: none"> <li>• Scrub Shirts = \$18.00 in limited colors and sizes</li> </ul>	<ul style="list-style-type: none"> <li>• Private tutoring = \$30.00 per hour with Instructor.</li> </ul>
<ul style="list-style-type: none"> <li>• Replacement Certificate or Transcript = \$15.00</li> </ul>	<ul style="list-style-type: none"> <li>• \$25.00 fee for cancelled checks.</li> </ul>

**Course completion and graduate requirements:**

Students who successfully complete courses or programs will receive a certificate of completion. This certificate will include the course title and code along with the numbers of clock hours completed. Students must score a minimum of 60% any given written and practical examinations. Students must maintain a cumulative Grade Point Average (GPA) of 70% or a 'C' average to successfully complete a program.

Grading System is shown below:

A = 90 – 100%	Excellent Performance.
B = 80 – 89%	Above Average Performance
C = 70 – 79%	Average Performance
D = 60 – 69%	Passing, Less than Average Performance
F = 59% and below	Failing Performance
W =	Withdrawal
TC=	Transfer Credit
INC =	Incomplete
Pass or Fail	

**MT-100    Circulatory massage:**

This course introduces students to the basic skills needed in massage therapy. Students will learn basic muscle manipulation. This course is the foundation for many other courses. There are no prerequisites for this course.

**MT-101    Body systems, Anatomy, and Physiology**

This course teaches human anatomy focusing on human muscles, nervous systems, and bone structure and how these systems interact. This course delves into an overview of the human body system and their interworking function.

**MT-110    Business & Ethics**

This course discusses ethics and professionalism in the work-place. Topics will include preventing inappropriate advances and contact of a sexual nature. The second topic discussed in this course is an introduction to licensing and insurance required for massage therapists and salon owners.

**MT-112    Kinesiology & Pathology**

Topics including joint movement (Kinesiology) along with introducing common human diseases (Pathology). Pathology deals with changes in tissues/organs as manifestations of various disease conditions

**MT-201    Sports Massage**

This course deals with massage treatment for active individuals who perform at a high level of physical activity and flexibility. We will teach specific sports massage techniques that can also be applied for someone seeking relief from minor muscle fatigue.

**MT-202    Reflexology**

Students learn and practice the traditional form of hand and foot reflexology. It is based on zones that reflect an image of the body on the feet and hands.

**MT-210**

**Deep Tissue Massage**

Students learn how deep tissue massage focuses on the layers of muscle tissues in an effort to release tension. The massage uses many of the same strokes as classic message therapy, with the main difference lying in the fact that a deep tissue massage involves slower movements and the application of greater pressure.

**MT-230 TUI NA**

Tui Na (push and grasp) is a Chinese form of massage which features primarily grasping, pressing penetrating, and rubbing methods that are used to stimulate acupoints. This technique activates the channels and collateral of Qi energy systems of the body.

**MT-220 Thai Massage**

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

**Financial aid:** AIM does not participate in any federal or state financial aid programs. Payment is expected, in full, once a student completes at least 50% of the program. During the initial consultation, our AIM staff will discuss available payment options.

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

**Bankruptcy:** This institution has not had a pending petition in bankruptcy, operating as a debtor in possession, has filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

**Disclosure:** Federal Consumer information about programs offered at Andaman Institute of Massage. For more information about a career in Massage Therapy and the Holistic Health Practitioner please visit the U.S. Department of Labor's O\*NET website. The Standard Occupational Code (SOC) for the career is 31-9011.00 (Massage Therapists) and the Classification of Instructional Programs (CIP) code for this program is 51.3501.



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## *Student Tuition Recovery Fund (STRF)*

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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.”

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have 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 non-collection 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.”