



Bodhi Panya Institute

สถาบันสอนนวดไทยโพธิ์ปัญญา
www.bodhipanya.com

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San Francisco, CA 94105
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BBPE School Code: 63821591
CAMTC School Code: SCH0162

We welcome you!

Welcome to Bodhi Panya Institute (“BPI”), the Bay Area’s only massage school focusing on traditional Thai massage.

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

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

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

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

All classes will be held at our location at 38 Bryant Street, Suite 2, San Francisco, California 94105. We are located in the South of Market Area (“SOMA”) of San Francisco known for its San Francisco fun and flair and students will be able to study near the waterfront by the Embarcadero. This location is easily accessible by transit and is surrounded by a number of restaurants and other attractions.

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

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

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

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

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

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

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

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

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

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

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

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

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

HISTORY & MISSION STATEMENT

For ten years Suchada Thai Massage has successfully operated as a healing arts business offering traditional Thai massage in its four locations in SOMA and the Mission-Valencia neighborhood. Founding CEO—Pratapjai “Apple” Duangpatra, a native of Chiang Mai, Thailand, long desired to create a local school in the Bay Area where people could study and prepare for careers in traditional Thai massage. Building on her educational and work experiences in Chiang Mai, as well as locally, she has opened the Bodhi Panya Institute in San Francisco.

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

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

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

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

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

PROGRAM OVERVIEW

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

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

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

Learn it the Thai way! 500-hour traditional Thai massage program

You will learn a form of ancient massage as it has been practiced in Thailand for almost 2,000 years. Your training will be the same as you would receive in many Thai massage schools today. The program features the Northern-style of Thai Massage as taught in the city of Chiang Mai and so it may differ from treatments you have had in the southern portion of Thailand or on the popular tourist islands. There are energy holds, blood flow restrictions, visceral palpation, and techniques that put this form of bodywork in the therapeutic category. This is floor-based bodywork. Instruction will include technique and theory.

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

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

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

COURSE DESCRIPTION

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

Course Description	Clock Hours Required
Anatomy, Physiology, and Kinesiology	65
Pathology and Contraindications	24
Swedish Massage	36
Thai Aroma Massage	30
Traditional Thai Massage	120
Deep Tissue Massage	60
Thai Herbal Massage	30
Thai Foot Reflexology Massage	30
Business & Ethics	30
Clinic	75
TOTAL PROGRAM HOURS:	500

Anatomy, Physiology, Kinesiology: This course includes an introduction to anatomy and physiology and the basic structure and function of the muscular, skeletal and integumentary systems of the human body. Students will learn

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terminology and functional anatomical structures with a detailed study of the origin, insertion and action of the major muscles of the human body.

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

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

Thai Aroma Massage: Thai aroma massage is a wonderful blend of East and West techniques, comprising of Thai-style deep massage with yoga stretching combined with western-style Swedish massage. Students will receive an introduction to Thai aroma massage, theories and Thai culture and will learn how to make aroma oil and ingredients and learn body mechanic, massage position, technique, step and procedure. At the end of the course, students will be able to perform a 1 to 1.5 hr. and 2 hr. Thai aroma massage.

Traditional Thai Massage: Traditional Thai massage has a thousand year tradition in Thailand. In this form of massage, the recipient is fully-clothed in a loose-fitting top and pants. The massage consists primarily of bending and stretching movements that stretch in yoga postures. No oil used. In Thailand, a traditional Thai massage session lasts two hours. At Bodhi Panya Institute, we teach 140 sequence Wat Po style traditional Thai massage, like the way it is taught Thailand. *Learn It The Thai Way!* Having completed the course, students will be able to perform a 2 hr. full-body, 140 sequence traditional Thai massage for general health maintenance and well-being.

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

Thai Herbal Massage: Herbal healing has deep roots in Thai culture. Herbal heat compress is the best-known traditional therapy. This dates back to ancient times when it was the secret healing technique of Buddhist monks, local herbal healers and midwives. The herbal heat compress contains numerous healing herbs that complement the massage. Students will receive an introduction to traditional Thai herbal massage, theories and Thai Culture and will learn how to make herbal balls and ingredients, how to use hot compress and body mechanics, massage positions, techniques, steps and procedures. At the end of the course, students should be able to perform a 1 to 1.5 hr. and 2 hr. Thai herbal massage.

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

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

Clinic: Bodhi Panya Institute's clinical hours are designed to give students hands-on experience of massage while under the supervision of our instructors. This practical requirement gives the student an opportunity to apply their massage technique on varying body types; the clinic will represent real world experiences.

COURSE MATERIALS

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

COURSE CHANGES

Bodhi Panya Institute reserves the right to: 1. cancel courses due to under-registration, and to offer places for a later date; and 2. to change instructor or course location if necessary.

STUDENT OBJECTIVES

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

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

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

PROGRAM DURATION/COMPLETION

Bodhi Panya Institute offers a 500-hour Traditional Thai Massage Program. Our program meets five days a week for six hours each day. The program consists of 425 classroom hours and 75 hours of student clinic experience. Students must complete the entire program within one year of enrollment.

CERTIFICATE OF COMPLETION

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

PROGRAM CONCENTRATIONS

- *Safe Massage Therapist Practices:* body mechanics, self-massage
- *AP&K: Anatomy, Physiology and Kinesiology:* learn the various systems of the body, how it is designed, how it moves. Foci: skin/integumentary, muscular, skeletal, nervous system. Muscular: origins, insertions, actions, kinesiology/movement.
- *Pathology, Contraindications, Common Injuries & Complaints, Health & Hygiene:* learn what negatively impacts the health of the bodily systems; what cures work and don't work; when is massage good and what must the massage therapist be cautious about. How disease alters the body.
- *The Business & Ethics of being a Massage Therapist:* learn business essentials and create your own simple business; how to ethically interact with your clients (creating boundaries); building trust with your clientele; spreading the work: old school marketing and social networking; pros & cons of working for yourself vs. others; job interviewing; resume & cover letters.
- *Stretching & Mobilization & Breathing*
- *Massage Theory & Practice:* foundations & skills, instructor-guided hands-on/in-class practice, short lecture w/technique demos, body mechanics, communications, practitioner self-awareness
- *The Student-Client Practice Clinic*

PROGRAM SCHEDULE

Weekdays: 9:00 am - 12:00 pm (1-hour lunch break) and 1:00 pm - 4:00 pm.

GRADUATION REQUIREMENTS

- Complete all class work
- Complete all make-up assignments
- 425 classroom hours + 75 hour clinic
- Attendance: perfect 100%
- Passing grade (P = Pass) in all courses
- Complete all required assignments in student clinic: 20 hours of practice massages for 14 clients, complete with documentation.

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- Externship: clinic experience outside the classroom (6-hr) complete with documentation.
- Complete ABMP MBLEX Preparation Practice Quiz. Subject Anatomy and Physiology:
 - Topic The Skeletal System
 - Topic The Muscular System
 - Topic The Nervous System
- Complete Anatomy coloring Book:
 - Bone: Page 22, 25, 26, 27, 28, 29, 31, 38, 40
 - Muscles: Page 44, 46, 47, 52, 53, 60, 61, 62, 63, 64
- Complete and passing score the anatomy written exams
- Payment in full of tuition and all fees

ATTENDANCE AND MAKE-UP POLICY

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

Please remember to bring sheets to each class.

Attendance. Classes at BPI are clock-hour programs. All classroom hours and clinical hours must be completed in order for students to qualify for graduation. In the event that a student is unable to attend a particular class or day of classes due to illness or other unforeseen circumstances, that student will be required to make up the missed class(es) by tutorial with one of the instructors. Tutorials allow students to receive direct instruction and feedback in place of the missed class (see Make-Up Policy below).

Tardiness. Please arrive at class ten (10) minutes early. This will allow you time to get your materials together, use the restroom, and get settled in for class. Students who arrive to class ten (10) or more minutes late will be marked tardy. A student is allowed three (3) tardy marks per class. For any tardy marks subsequent to the third (3rd), the student will be marked absent from that class. For the fourth (4th) tardy mark, the student will be marked absent from that class and will have to make up the class (3 hours). Students who are marked absent due to tardiness are welcome to attend the class for the information but, will still be required to complete the makeup assignment(s) for that class at the direction of administration.

Make-up Policy: to complete the program you must arrange to make-up for missed classes within 6 months of the missed class date. This is done on a space-available basis but can also be done directly with the instructors pending their availability. Makeup tutorial sessions will include a mix of one on one instruction, hands-on practice when applicable, and post-tutorial assignments. Tutorials are available at an additional expense of \$50 per hour. If multiple students miss the same class, they can split the cost of the tutorial between them. All tutorial fees must be paid directly to school administrative staff prior to scheduling and must be completed on campus.

Academic Probation and Suspension. Attendance is measured both per class and in total for the program. Students are allowed to miss up to three (3) class sessions per class without serious repercussions beyond completing makeup assignments.

Absent four (4) times from a particular class	the student will be notified that they are on <u>academic probation</u> .
Absent five (5) times for a particular class	the student will receive an <u>academic suspension warning</u> .
Absent six (6) times for a particular class	the student is <u>automatically withdrawn from the current program</u> for an inability to maintain the minimum academic and attendance standards.

Students may not exceed a cumulative total of twelve (12) absences for the entire 500-hour program. Upon accruing the thirteenth (13th) absence within the entire 500-hour program, the students will be placed on academic suspension and automatically withdrawn from the program.

Students must complete the entire 500-hour program within one-year of initial enrollment at BPI or they will be placed on academic suspension and terminated from the program.

DRESS CODE

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Students should dress comfortably in flexible clothing (sweatpants or yoga pants and a t-shirt are recommended). Revealing clothing (such as tank tops, shorts, etc.) is not allowed. Clean socks, bare feet, or indoor-only shoes are required. Nails should be trimmed short and long hair should be tied back. A student not complying with the dress code will be asked to change clothes or not attend the class, at the discretion of the instructor.

HYGIENE

Given the close personal contact nature of massage, it is important that students come to class bathed and groomed. Students are expected to wash their hands before a massage, after a massage, after using the restroom and after eating. Any items that come into contact with bare skin should be washed immediately after performing any massage work including sheets, pillowcases, towels, and oil or lotion bottles. Students who arrive to class in an obvious state of poor hygiene may be asked to leave, at the discretion of the instructor.

DRAPING

Instructors will teach students proper draping procedure and this procedure must be used at all times for all massages. Typical draping materials include clean sheets with additional toweling and blankets as needed for client comfort. Draping should be arranged so that only the part of the body being worked on is exposed. Respecting the privacy and comfort of the massage recipient at all times is important.

FACULTY

Marty Morales:

License: CAMTC #: 42760

Education: The Rolf Institute (CMT), Loyola Marymount University (MBA)

Experience: Founder of the Morales Method of Manual Therapy & Body Conditioning, Author of Mastering Body Mechanics, 2nd Edition and Morales Method Core Integration Therapy. Creator of the Morales Method Core Integration Therapist Program, Established the Morales Method Deep Tissue Therapist Program, Over 10,000 hours of private practice logged, maintain a thriving practice in San Francisco & Santa Monica, CA.

Tim Holt:

License: CAMTC #30631

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

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

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

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

Randi Kofsky:

License: CAMTC #108717

Bodywork Education: Milne Institute, Old Hospital Chiang Mai, Thailand, Alive & Well Institute, San Francisco School of Massage

Education: B.A. New York University, M.A. San Francisco State University

Experience: (more than eight years) clinical counselor, bodyworker/therapist: Suchada Traditional Thai Massage, UCSF Recreation Centers and The Women's Health Resource Center at California Pacific Medical Center where she

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specialized in Pre/Post-Natal Bodywork. She is also certified in Massage for people with Cancer. Innerwave Bodywork (owner)

Pratapjai Duangpatra:

License: CAMTC #21163

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

Education: B.A University of Art College.

Experience: 10 years founding owner Suchada Thai Massage, San Francisco.

Keith G. Wagner

License: CAMTC#57733

Bodywork Education: Thai Massage in Chiang Mai, Thailand at Loi Kroh Traditional Thai Massage School, Sunshine Massage School and with Ajahn (master teacher) Pichest Boonthumme. Nerve Touch ("Jap Sen") Thai Massage at the Spirit Winds School of Thai Massage (Nevada City), and with veteran Thai Massage Teachers/Therapists Bob Haddad and Tim Holt.

Experience: Certified massage therapist (CMT), yoga teacher (RYT-200), and hypnotherapist and a certified teacher of the Loi Kroh Traditional Thai Massage School's courses.

Robert Gazso

License: CAMTC #68571

Experience: Rehabilitation Specialist, NeuroKinetic Therapy (NKT, NMR), Active Release Techniques (ART), Proprioceptive Deep Tendon Reflex (P-DTR), Clinical Massage Therapist

Bob Gazso specializes in working with pain issues, injury and post surgical rehabilitation, as well as performance enhancement. His training includes over 20 years of clinical experience as a certified massage therapist, 5,000+ hours of advanced training, and advanced certification in the most cutting edge soft tissue and neurological treatment techniques and he have achieved one of the highest levels of training in the city of San Francisco. He has over 1000 hours of teaching experience including Sports Injury and Chronic Pain and Functional Anatomy courses.

PAYMENTS & REFUND POLICIES

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

PAYMENT OPTIONS

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

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

- Payment Option 1: Pay in full: \$5,450 (\$5,200 tuition plus \$250 registration fee)
- Payment Option 2: Pay in monthly installments: total of 4 months - the first payment shall be \$1,550 (\$1,300 installment payment of tuition plus \$250 registration fee) and shall be payable on or before the first day of class. Thereafter, three (3) monthly installment payments each in the amount of \$1,300 will be payable on the 1st day of each month. Students who miss a payment deadline will be charged a \$50 late fee for each past due payment.

- If a payment plan has been agreed between BPI and a student, and the student fails to complete the course any outstanding course fees will still be payable.

FEE INFORMATION

Fees cover registration, all course tuition, examination fees and manuals where appropriate, provision of base carrier oils and the use of massage tables. Students must purchase textbooks separately. Textbooks may be purchased online or, in certain cases, from the instructor. Approximate total cost for all textbooks for the 500-hour course is \$200.

- 500-hour Traditional Thai Massage Program Tuition: \$5200
- \$50 Drop Fee
- \$50 Reactivation Fee
- \$50 Transfer Fee
- \$50 Hourly tutorial rate to make-up missed class-work.
- \$250 Registration Fee (see below for refund policy)
- \$30 Request a copy of transcript
- \$50 late fee payment per each past due installment payment (non-refundable)
- \$0 STRF Fee (non-refundable)

Tuition is comprised of the following charges and fees:

Tuition	\$5,200.00	Refundable through first class or within 7 days of signing
Drop Fee	\$50.00	Refundable through first day of class or within 7 days of signing
Registration Fee	\$250.00	Refundable through first class or within 7 days of signing
Student Tuition Recovery Fund	\$0.00	Non-Refundable

LEAVING THE PROGRAM: COSTS & REASONS: REFUNDS

WITHDRAWAL AND REFUND POLICY: Under California law, a student has the right to cancel the enrollment agreement and obtain a refund of all tuition and fees paid (less the STRF fee) through attendance at the first class or the 7th day after enrollment and, after that a student may withdraw from a course and receive a pro-rata refund for the unused portion of tuition and other refundable charges. Students who exceed 60% of the total hours of instruction shall not be entitled to a refund. Eligible withdrawing students will be entitled to a refund based on the following example:

WITHDRAWAL/CANCELLATION DATE	REFUND
Through first class or within 7 days of signing this Enrollment Agreement	Full refund of all tuition and fees (less STRF fee)
After completing 25% of classes	Pro-rata refund of tuition and fees (less drop fee, registration fee and STRF fee)
After completing 60% of classes	No refund

All refunds will be paid within 45 days of the date of withdrawal.

When BPI asks you to leave the program:

- Attendance: missing three or more classes results in expulsion. Tuition and fees paid by the student will be refunded in accordance with the Refund Policy stated above.
- Non-Completion of Course: students failing to complete the course will not receive any refund of tuition and fees.
- Disruptive Behavior: regular behavior found disruptive by teachers and fellow students may result in expulsion. Tuition and fees paid by the student will be refunded in accordance with the Refund Policy stated above.

Full Refund to Student: Bodhi Panya Institute reserves the right to cancel courses due to under-registration, and to offer places for a later date or to discontinue the program in its entirety. If a program is cancelled, Bodhi Panya Institute will make a full refund of all charges.

All refunds will be paid within 45 days of the date of withdrawal or cancellation.

OTHER SITUATIONS & FEES

Full Refund to Student:

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

Make-Up Rate:

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

CREDENTIALS AND MEMBERSHIPS

We take the confusion out of understanding and applying for professional credentials and memberships that help to shape your career as a massage therapist (U.S. Department of Labor Standard Occupational Classification code 31-9011). Upon completion of our 500-hour Traditional Thai Massage Program you may choose to certify to work in California and these agencies would apply: CAMTC (mainly) and San Francisco Department of Health. CAMTC certification allows you to work anywhere in California while the San Francisco Department of Health only allows you to work in the County and City of San Francisco. The agencies below have diverse certification requirements so we ask that you visit their FAQ Web pages first then contact us for clarifications; BPI's role is only to advise students which is no way guarantees jobs or licensure.

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

FACILITIES & EQUIPMENT

Your studies will take place in the working environment of Suchada Thai Massage. All classes will be held at 38 Bryant Street, Suite 2, San Francisco, California 94105 (at the Embarcadero). Imagine studying on location in a working spa using the same equipment and spaces that the professionals use daily: mats, tables, hot towels, herbal remedies, aromatherapy oils, etc. Our spas are designed to resemble what one finds in Thailand now, another added bonus to studying with BPI.

HOUSING

Bodhi Panya Institute does not provide housing, dormitory or lodging facilities for students. There are numerous rental options available in San Francisco. Rental costs vary based on length of stay. Nightly rates range from approximately \$100 - \$300. Weekly rates range from approximately \$265 - \$1000. Monthly rentals range from \$1,000

to significantly more, depending upon the rental. The Chief Academic Officer can provide a list of resources available to search for available rentals, but cannot assist with the rental process.

STUDENT SERVICES

Library & Resource Materials: Bodhi Panya Institute provides on-site educational resources and, in the future, will provide online resources on our Website ([www. Bodhipanya.com](http://www.Bodhipanya.com)).

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

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

Academic Advising:

- One-on-one tutoring: BPI offers academic advising Monday through Friday 10 am to 6 pm by appointment. Private coaching needs, especially for make-up assignments, are arranged directly with the teachers.
- Skillshare classes: BPI offers regular skillshare classes before 10am on non-class days; these are generally arranged with respect to coordinator availability.

LEGAL DISCLOSURE, RULES, ACADEMIC STANDARDS

APPROVAL; ACCREDITATION

Bodhi Panya Institute is a privately owned institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means compliance with state standards as set forth in the California Education Code and 5, CCR. Bodhi Panya Institute is not accredited by any accrediting agency recognized by the United States Department of Education.

NO GUARANTEE OF LICENSURE OR EMPLOYMENT EXPRESS OR IMPLIED

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

Helpful Web links: Agencies for Certification:

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

www.sfdph.org/dph/EH/Massage

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

www.sfordinance.com

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

Helpful Web links: CMT Info Resources:

<https://www.bodysensemagazine.com/home.html>
<http://www.messageandbodywork.com/>
<http://www.massagereview.com/>
<http://www.massagetherapy.com/>
<http://www.sfmassageupply.com/>

<http://www.successbeyondwork.com/>
CMT marketing and business resource

CALIFORNIA CERTIFICATION REQUIREMENTS

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

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

In order to obtain CAMTC Certification, an applicant must submit a fully completed application and meet all of the following requirements:

Be 18 years of age or older;

Pay the \$150 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 (the exam companies charge a fee for taking their exam):

Massage and Bodywork Licensing Exam (MBLEx);

Board Certification Exam in Therapeutic Massage and Bodywork (BCETMB);

National Certification Exam for Therapeutic Massage and Bodywork (NCETMB) or National Certification Exam for Therapeutic Massage (NCETM) taken on or before February 2015; or

New York State Massage Therapy Examination;

- 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.
- 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 Massage Therapy Act, codified at California Business and Professions Code sections 460, 4600-4621, and Government Code section 51034.

Please note: Pursuant to California Business and Professions Code section 4611, it is an unfair business practice for a person to do any of the following:

a. 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 California Massage Therapy Council.

b. 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.

ADMISSION POLICIES

All qualified students shall be over the age of 18 and must possess at least a high school diploma or its equivalent (G.E.D.). All instruction takes place in English and students must, at a minimum, be able to read, write and speak English fluently. Proficiency in English can be demonstrated by a high school or post-secondary school diploma from a school where the language of instruction is English. Alternatively, the school administrator will test proficiency in verbal and written English as part of the interview process prior to enrollment.

Learn it the Thai way! 500-hour traditional Thai massage program

We do not currently offer a testing or admission option for ability-to-benefit students (students who do not possess a high school diploma or G.E.D.). Successful applicants must demonstrate the ability to fulfill program requirements through the admissions interview process.

MINIMUM ACADEMIC STANDARDS

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

LANGUAGE PROFICIENCY

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

INTERNATIONAL STUDENTS

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

RECOGNITION OF CREDITS TRANSFERRED FROM OTHER INSTITUTIONS

Upon enrollment, the student will be asked to list any previous education, training, or experience related to the practice of massage. Bodhi Panya Institute, in its sole discretion, may accept up to 250 class-room hours transferred from another massage school approved by the California Massage Therapy Council ("CAMTC"), subject to receipt of an official school transcript showing successful completion of such hours. However, please note that the CAMTC retains the right, in its sole discretion, to not accept any or all transfer hours from an applicant applying for certification from the CAMTC. Bodhi Panya Institute does not grant credit for professional experience, non-credit classes, or classes or programs completed from institutions not approved by the CAMTC.

Tuition adjustments for transferred classroom hours will be based on the per-hour value of the 500-hour Traditional Thai Massage program. Financial credit for transferred hours will be equal to the hours transferred multiplied by the per-hour tuition for the program of study at Bodhi Panya Institute, less books, registration, and Student Tuition Recovery Fund fees (when applicable). A \$250 transfer fee will be charged to the student in connection with the review and acceptance of transfer hours from another massage school.

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

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Bodhi Panya Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the 500-hour Traditional Thai Massage Program is also at the complete discretion of the institution to which you may seek to transfer. If the certificates that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending the Bodhi Panya Institute to determine if your certificate will transfer.

STANDARDS FOR STUDENT ACHIEVEMENT

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

Student achievement will be assessed by instructor evaluation of hand-on massage techniques by the student.

Grading: P = Pass F = Fail I = Incomplete W = Withdrawal

In addition to other class requirements, students must attend all classes (100% attendance) to receive a passing grade. At the end of the class instructor will be writing a final evaluation form with pass or fail grading, additional comments, and suggestions for each student.

Students must complete the program in no more than three (3) times the program duration (excluding leave of absence) or shall be subject to academic withdrawal.

PROBATION AND DISMISSAL

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

A course may be repeated as often as needed according to availability, so long as the total program attendance time including course repeat time, does not exceed three (3) times the duration of the program. If the student is unable to maintain satisfactory academic progress after expiration of the probationary period, then dismissal from the program is effected in writing by the registrar and recorded in the student's file.

Once dismissed, a student may apply in writing for readmission, and the student may, in the discretion of the Chief Academic Officer, be readmitted to the program. Grounds for dismissal include without limitation, unsatisfactory academic progress, excessive tardiness, excessive absenteeism, failure to satisfy financial obligations to the school, insubordinate behavior, and failure to comply with school policies, rules and regulations, including the Student Conduct Policy.

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

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

APPEALS

Decisions by the school regarding suspension, dismissal, attendance, grades, and transfer of credit may be appealed in writing by the student through submission of a completed "Student Appeal Form" to the Bodhi Panya Institute Chief Academic Officer. A student appeal will be resolved by the Chief Academic Officer within five (5) days of the appeal, after review of the student's academic records and other supporting documentation as appropriate. Resolution by Bodhi Panya Institute of the student appeal is final and will result in either enforcement of the existing decision, or mitigation/reversal of the existing decision based upon the supporting documentation.

LEAVES OF ABSENCE

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

STUDENT CONDUCT POLICY AND DISCIPLINE

It is expected that all students will conduct themselves in accordance with the Student Conduct Policy below. Failure to comply with the Student Conduct Policy may result in a written warning, which will become part of the student's permanent school records, or dismissal from BPI and permanent banning from participation in future BPI educational courses.

Students will be notified in writing of any violations and disciplinary actions taken against them and this will be included in the student's permanent school records. The BPI Student Conduct Policy is as follows:

Weapons, Tobacco, Alcohol and Drugs. At no time are knives, guns, fireworks, explosives or other similar objects allowed at the BPI facility. Use of any tobacco products, alcohol, illegal drugs (or being under the influence) is absolutely prohibited.

Communication. Students are expected to communicate in a fashion appropriate for the classroom environment and to avoid comments, jokes, or other communications that are deemed inappropriate, such as comments that are of a discriminatory, sexual or violent. BPI has a zero-tolerance policy exists where discrimination, unwelcome sexual comments or advances and violent comments or threats are concerned.

Dress code. Students should dress comfortably in flexible clothing (sweatpants or yoga pants and a t-shirt are recommended). Revealing clothing (such as tank tops, shorts, etc.) is not allowed. Clean socks, bare feet, or indoor-only shoes are required. Nails should be trimmed short and long hair should be tied back. Students are asked to avoid using strongly scented products such as perfumes, colognes, body sprays, deodorants and essential oils. A student not complying with the dress code will be asked to change clothes or not attend the class, at the discretion of the instructor.

Hygiene. Students should at all times exhibit a high standard of personal hygiene (hair combed, body clean, breath fresh, etc.). Students who arrive to class in an obvious state of poor hygiene may be asked to leave at the instructor's' discretion.

Classroom Conduct. Students shall at all times behave in a professional and appropriate manner while in class or otherwise at the BPI facility.

- Cell phone use is prohibited in the classroom. Phone calls and texts should be made during breaks and outside of the school.
- Do not interrupt or talk over an instructor or fellow student.
- Please raise your hand and wait to be addressed to ask a question to make a comment.
- No eating in the classroom.
- Please observe the scheduled breaks; do not leave the classroom mid-lecture or demonstration if at all possible, emergency restroom breaks aside.
- Absolutely no video or photography is allowed in class or clinic.
- No sleeping during class.

DISCIPLINARY PROCEDURE FOR VIOLATION OF THE STUDENT CONDUCT POLICY

If a student fails to adhere to the Standard of Conduct set forth above, the Chief Academic Officer shall give the student a written warning and ten (10) days to rectify the situation and comply with such standard. If, at the end of such ten-day period, the Chief Academic Officer determines that the student has not improved his or her performance and is not in compliance with the Standard of Conduct, then the Chief Academic Officer may take such disciplinary actions as he deems appropriate may include, but are not limited to, a written infraction to be included in the student's permanent records and/or immediate dismissal, based on the severity of the violation. Two violations of the Student Conduct Policy will result in immediate dismissal of the student and permanent banning from participation in future BPI educational courses.

Notwithstanding the foregoing, failure to comply with the Standard of Conduct regarding weapons, tobacco, alcohol and drugs or violence shall result in immediate suspension of the student, pending a review of the conduct by the Chief Academic Officer.

A student who is dismissed from BPI or failure to comply with the Student Conduct Policy may, within ten (10) days of such termination, submit a letter to the Chief Academic Officer asking for a reconsideration of the decision to dismiss

the student with reasons why reinstatement would be appropriate. The Chief Academic Officer shall respond to such request within thirty (30) days of receipt of such letter. Any decision by the Chief Academic Officer shall be final.

RETENTION OF STUDENT RECORDS

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

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

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

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

CALIFORNIA MASSAGE THERAPY COUNCIL DISCLOSURE

ATTENDANCE AND/OR GRADUATION FROM A CALIFORNIA MASSAGE THERAPY COUNCIL ("CAMTC") APPROVED SCHOOL DOES NOT GUARANTY CERTIFICATION BY CAMTC. APPLICANTS FOR CERTIFICATION SHALL MEET ALL REQUIREMENTS AS LISTED IN CALIFORNIA BUSINESS AND PROFESSIONS CODE SECTIONS 4600 ET. SEQ.

A student or 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 this school may contact the California Massage Therapy Council at: One Capitol Mall, Suite 320, Sacramento, CA 95814, www.camtc.org, phone (916) 669-5336, or fax (916) 669-5337.

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION DISCLOSURE

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education, Physical address: 2535 Capitol Oaks Dr. Suite 400, Sacramento, CA 95833. Mailing Address: PO Box 980818, West Sacramento, CA 95798-0818, Web Site Address: www.bppe.ca.gov, Phone: 916-431-6959, Toll Free: 888-370-7589, Fax: 916-263-1897

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

STUDENT TUITION RECOVERY FUND

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 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.

NO PETITIONS PENDING IN BANKRUPTCY

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

REVIEW CATALOG AND SCHOOL PERFORMANCE FACT SHEET

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

UPDATING CATALOG

The Bodhi Panya Institute's catalog covers the period from 1/1/2018 through 12/31/2018.

The catalog is reviewed and updated annually, on or before December 31, of any given year. Current Revision Date: September 17, 2018.

COMPLAINT PROCEDURE

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

- We request that all complaints be submitted first in the form of a written and hand-signed letter for review and for inclusion in official records. Write the complaint in a letter format and include the following information: the nature of the issue, the approximate date that the issue occurred, the name(s) of the individual(s) involved, key information regarding the issue (facts, not rumors, are necessary for finding solutions) and your signature and the date.
- Mail or hand deliver the letter addressed to the Chief Academic Officer, Bodhi Panya Institute, 38 Bryant Street, Suite 2, San Francisco, California 94105.
- Please retain a copy for you records.
- The Chief Academic Officer will respond to your complaint in writing within 7 business days, meet with you if necessary, and make every effort to find a fair solution. If, after hearing the response you do not feel you have a resolution to your problem, send or deliver a copy of your letter to the school and address it to the Chief Executive Officer along with a written explanation of what has occurred. Retain a copy of the written explanation for your records.
- Upon receiving the complaint, the Chief Executive Officer shall review the complaint and make every effort to find a fair equitable solution. You will be notified in writing the decision that was reached within 2 weeks of receipt.

If, after exercising all of the above formal complaint procedures you feel that the problem has not been resolved to your satisfaction, then you may direct your complaint to the Bureau for Private Postsecondary Education (BPPE).

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

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

AVAILABILITY OF CATALOG: Any one can obtain a copy of this Catalog at no charge by visiting or contacting Bodhi Panya Institute, 38 Bryant Street, Suite 2, San Francisco, CA 94105, (415) 644-0804; info@bodhipanya.com. This Catalog is also available and can be downloaded at www.bodhipanya.com.

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