

Sierra Massage School

2018 Catalog

This catalog is applicable from January 1, 2018 – December 31, 2018. Revised 12/15/17.
CAMTC# SCH0014

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Sierra Massage School is a private institution and is approved to operate by the Bureau for Private Postsecondary Education. Approval means that we are in compliance with State standards as set forth in the Educational Code (California Private Postsecondary Act of 2009).

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 at P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (916) 431-6959, or by fax (916) 263-1897.

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

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll-free (1-888-370-7589) or by completing a complaint form, which can be obtained on the Bureau's Internet Web site (www.bppe.ca.gov).

Mission & Objectives

Sierra Massage School is an institution of higher education that is dedicated to providing a quality program integrating curriculum with professional skill development, empowering students to achieve their lifelong personal and professional goals. To accomplish its mission, we have established the following objectives:

1. Provide a program that is frequently assessed by faculty, staff, and members of the business and education communities;
2. Provide comprehensive instruction that supports student academic achievement;
3. Instill in its students the value of lifelong learning by inspiring their intellectual curiosity;
4. Provide services and resources that answer to the needs of students, faculty, and staff;
5. Assist students in developing personal responsibility, initiative, a professional mindset, ethics, and skills that will enhance their potential for success in their careers and in their lives; and
6. Provide graduates who can meet the needs of the bodywork profession, and be an asset to their community now and in the future.

Sierra Massage School acknowledges the value and dignity of all people and is understanding of the diversity of its student population. All students are encouraged to reach their potential within the framework of their individual needs, interests, and aptitudes. Sierra Massage School employs instructional methods based on mature adult educational theory and is committed to developing each student's intellectual, analytical, and critical thinking abilities. Teaching techniques encourage active

student participation such as group discussions, lab work, demonstrations, guest speakers, lectures, and real-world experience. A strong emphasis is placed on ethics, accountability, professionalism, and the individual's commitment to pursuing lifelong personal and professional growth and seeking initial employment or career advancement. Sierra Massage School believes that education should promote the development of positive self-esteem and, to that end Sierra Massage School provides services supportive of students' efforts to succeed academically, vocationally, and personally. These services include individual advising, and academic tutoring. In order to fulfill its mission, Sierra Massage School strives to provide excellence in education by hiring only experienced faculty and staff; maintaining a facility that promotes educational growth in a pleasant and safe environment; and by providing tutoring and advising services to help students successfully complete their program of study. Sierra Massage School helps students reach their educational goals by teaching communication skills necessary to work successfully with clients and other professionals, by offering courses designed to prepare students to successfully contribute to society, and by providing students with the opportunity to gain the knowledge necessary to succeed in a uniquely competitive job market.

Course Offered

Massage Therapy - 500 hours

This course is intended to give students a strong foundation of knowledge and practical massage experience that will fully equip them to enter the job market as a Certified Massage Therapist.

Grade requirements to graduate:

- ✓ A passing average quiz score in each topic
- ✓ Pass all practical exams
- ✓ Pass final written and lab exams
- ✓ Pass clinical hours
- ✓ Pass hands-on lab time

Description of instruction: Instruction consists of a combination of lecture/bookwork including the following topics: Terminology, indications/contraindications, bone anatomy, muscle anatomy/physiology, nervous system anatomy, cardiovascular system anatomy, digestive system anatomy, skin anatomy, lymphatic system anatomy, nutrition, kinesiology, massage history, business practices, ethics, health & hygiene, Swedish massage, deep tissue massage, hot stone massage, prenatal massage, prenatal anatomy, fetal development, Thai yoga massage, reflexology, aromatherapy. There is also hands-on instruction in all of the above mentioned massage techniques, as well as time simply devoted to practicing the art of massage. Students will practice on both each other and the public. All hours are supervised by school personnel.

Instructors

Steven R. Mathews, D.C., CMT – Owner/Director/Instructor

Dr. Steve graduated from Life Chiropractic College West (Hayward, CA) in 2001. He has worked as a chiropractor in Clovis since then. He has also worked as a certified massage therapist since 1995. Prior to leaving the Fresno area to attend chiropractic school, he worked as a Fresno County paramedic for eight years.

Jennifer M. Mathews, D.C. – Instructor

Dr. Jen graduated from Fresno State with a bachelor's degree in biology-physiology in 1999. She then went on to chiropractic school and graduated from Life Chiropractic College West in 2002, and is now practicing in Clovis.

School Location

1629 Pollasky Ave, Suite 102

Clovis, CA 93612

(559) 325-7600

Located on the Northeast corner of Pollasky & Scott

Website: www.sierramassageschool.com

Directions from Hwy. 168:

Exit at Shaw Ave and go east. Turn left on Pollasky Ave (Last left before Clovis Ave). Go 3 blocks to Pollasky & Scott. The school will be on the right in a small office complex called "Western Plaza".

Schedule of Courses

Massage Therapy:

Days/Hours: Monday, Wednesday & Friday

8:00 a.m.-12 noon (morning session) **OR** 6:00 p.m.-10:00 p.m. (evening session)

2018 start dates: 1/3/18 & 6/4/18 10/29/18

Note: Minor schedule changes may be necessary to accommodate holidays and instructor vacation time.

These hours will be discussed on the first day of class.

Content of Course

Massage Therapy:

Terminology.....	4 Hours
Contraindications	16.5 Hours
Pathology	5 Hours
Anatomy/Physiology.....	63 Hours
Swedish Massage Theory & Technique.....	32 Hours
Deep Tissue Massage Theory & Technique.....	15.5 Hours
Hot Stone Massage Theory & Technique.....	13 Hours
Reflexology Theory & Technique	6 Hours
Prenatal Massage Technique	17 Hours
Aromatherapy	8 Hours
Thai Yoga Massage Theory & Technique	12 Hours
History of Massage	3.5 Hours
Business & Ethics.....	18.5 Hours
Kinesiology/Stretching (Anatomy).....	10 Hours
Therapeutic & Professional Skills.....	10 Hours
Health & Hygiene.....	20.5 Hours
Introduction to Other Types of Bodywork.....	10 Hours
Hands-on Lab Time.....	160.5 Hours
Clinical Experience.....	75 Hours

Total Hours = 500

Fees

Note: There is an additional non-refundable fee of \$.50 per \$1000 of total institutional charges charged for each course. This fee is the Student Tuition Recovery Fund (STRF) fee. This fee is collected by the school on the student's behalf and then sent to the state. For more information on the STRF see p. 9.

Massage Therapy:

Tuition	\$5150.00
Registration Fee (Non-Refundable).....	\$100.00
Study Guides/Workbooks (Non-Refundable).....	\$225.00
Materials Fee (Insurance, Oils, Etc.).....	\$125.00
STRF fee (Non-Refundable).....	\$0.00 (currently not assessed)

Total Cost = \$5600.00

Visa & MasterCard are accepted.

Sierra Massage School does not participate in any state or federal financial aid programs.

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

Payment Schedule:

- **Option 1:** Pay all fees on or before the first day of class.
- **Option 2:** All fees other than tuition will be due on or before the first day of class. Tuition may be paid in equal monthly payments beginning with the first day of class (due on the same day that classes began, on each following month, until the full tuition is paid). The number of payments depends on the number of months that the course lasts. This plan has a processing fee of \$10 per payment after the first payment.
- **Option 3:** An extended payment plan is available through the school. Call for more details.
- **Note:** A late fee of \$30 will be assessed for late payments under both payment options. There is no penalty for pre-payment.

Cancellation and Refund Rights

Students have the right to cancel the enrollment agreement at any time during the course. If less than 60% of the course has been completed, a refund will be granted based on (a) the percentage of the course that has been completed, and (b) the amount of tuition that has been paid to date. If a student withdraws from the class, all absent days will be counted as time in class when calculating their refund or balance due.

Prior to the first day of instruction, or the 7th day after enrollment, whichever is later, a full refund will be granted, less the \$100 registration fee. However, if classes have begun, and/or the student has received their textbooks/study guides/materials, the fees for these items are non-refundable. If a student cancels the enrollment agreement prior to completing 60% of the course, a refund will be granted based on the percentage of class time completed (see "Refund Policy Example" on p. 5). Students who have completed 60% of the course, or more, are not entitled to a refund. If a student cancels the enrollment agreement on the first day of instruction or within 7 days of enrollment (whichever is later), the student will be entitled to a full refund less any non-refundable charges.

The enrollment agreement must be canceled in writing. You must complete the Cancellation/Withdrawal form, provided when your enrollment agreement is signed, and mail it or hand it in to the school director. The refund will be calculated based on the postmark date, or the date the form is handed in. Your refund will be made within 30 days of this date. Any outstanding materials must be returned within 7 days of this date, or the full cost of new replacement equipment will be subtracted from the remaining balance.

Withdrawal may also be effectuated by student conduct, including, but not necessarily limited to, a student's lack of attendance.

Only tuition is refundable.

If mailed, the Cancellation/Withdrawal form must be mailed to:

Sierra Massage School
Attn: Steven R. Mathews
1629 Pollasky Ave, Suite 102
Clovis, CA 93612

Refund Policy Example

Cost of tuition = \$5150. Divide by 500 hours to get the hourly rate of \$10.30. If you withdraw after having spent 10 hours in class and have already paid the full tuition, your refund would be: \$5150 (tuition) – \$103.00 (10 hours at \$10.30 per hour) = \$5047.00. If you withdraw after 250 hours in class, your refund would be: \$5150 – \$2575.00 = \$2575.00. After you spend 300 hours in class, you have reached 60% of the total class hours and are no longer entitled to a refund.

Tutoring

Tutoring services are available at a fee of \$35 per hour (individual or group) if academic progress is not satisfactory.

Admission Requirements & Prerequisites

Each applicant must be at least 18 years of age, have a high school diploma or GED, or equivalent, or pass an ability-to-benefit exam before being admitted. Previous course work may be accepted for credit toward completion of this program at the discretion of the director. Each applicant must be in good health. You must tour the school and be interviewed by the director prior to admission. In addition, it is required that each applicant provides documentation of having received a full-body massage prior to acceptance. If the prospective student is from any country other than the United States, we will consider your application and there will be no extra charges, but visa services are not provided and the institution will not guarantee to vouch for student status.

Ability-to-benefit: Students who are not able to submit proof of their previous education, as stated above, must demonstrate their ability to benefit from post-secondary education. This will be done by obtaining a minimum score of 97 on a standardized test called the CELSA evaluating English language skills. Or, if English is your primary language, the DTLS and DTMS tests reading, writing, and math skills (passing scores are 108 for reading comprehension, 9 for sentence structure, 309 for written English, and 506 for math).

Application Checklist:

- Copy of high school diploma or transcripts, or equivalent.
- It is preferred that you have no criminal record. If you have a criminal record involving something minor, we will need an explanation of the nature of the charges and documentation to this effect.
- Provide signed documentation that you have received a 1-hour, full-body massage. Or, receive one here at the school.
- Fill out application (completely and legibly)
- Call school for an appointment to tour the school, and be interviewed.
- Pay the \$100 registration fee.

Attendance Requirements

Attendance is mandatory. You will be expected to attend the class you are registered for (morning or evening). Students must attend a minimum of 500 supervised hours with a minimum of 100 of those hours in the core subjects of Anatomy and Physiology, Contraindications, Health and Hygiene, and Business and Ethics. All missed hours must be made up by special arrangement with an instructor. Under no circumstances may the same class be repeated for credit. **If the student has not completed all of the course hours and requirements by the scheduled completion date, there will be an additional fee of \$35/hour for finishing the course.** If a student withdraws from the class, all absent days will be counted as time in class when calculating their refund or balance due. Missed hours must be made up promptly so the student does not fall behind. The tutoring fee of \$35/hr may be charged for any academic topic missed when made up with an instructor. Clinical or hands on time may be made up, only with instructor permission, by joining another class during appropriate hours, if there is space in the class. If

absences have to be made up beyond the scheduled completion date, the student will be present while a new group of students have started. If this new group is a full class, the student will have to wait until there is a spot for them. This could take months.

Absences will be considered excused if the student notifies an instructor or the school prior to the start of class, and has a legitimate excuse (Example: car trouble, medical emergency, death in the family, etc.). Being more than 30 minutes late for class constitutes being officially absent for that hour of instruction.

Tardiness is disruptive to the entire class and is discouraged. Being more than 15 minutes late for class constitutes being officially tardy. 3 tardies = 1 hour of absence from the course.

The student will be placed on **academic probation** after 3 consecutive days of unexcused absence. This will remain in effect for 1 week. If, during that week, there is another day of unexcused absence, the student may be dropped from the course. Withdrawal from the course must be done in writing on a form provided by the school.

Notice:

Applicants for CAMTC certification shall have attended 500 supervised hours total with 100 of those hours satisfying CAMTC requirements in the following subject areas: 1) Anatomy & Physiology, 2) Contraindications, 3) Health & Hygiene and 4) Business & Ethics.

Attendance tracking policy:

A student's hours will be recorded daily and assigned to a specific subject category (ex: Anatomy/Physiology or Swedish massage theory/technique). Absent hours must be made up in the same subject category that was missed. The tutoring fee of \$35/hr may be charged for any academic topic missed when made up with an instructor. Clinical or hands on time may be made up, only with instructor permission, by joining another class during appropriate hours, if there is space in the class.

Leave of Absence

If the student wishes to take a **leave of absence**, a request must be made in writing. Requests will be considered on an individual basis, and may be granted at the discretion of the director. You may not declare your own leave of absence without the director's approval. If you take a leave of absence, there is no guarantee that a space will still be available for you in the class when you are ready to return, and you may have to wait until there is room. If a student owes any money to the school at the time a leave of absence is taken, the student must continue making regular payments (per contract) until they are caught up to the point where they left. Failure to obtain approval for a leave of absence will result in absences continuing to accrue, and expulsion from the course. Students on a leave of absence must remain in communication with the school, checking in at least once every month. If the school is unable to communicate with a student on a leave of absence after multiple attempts including text, phone, email and/or mail, for a period of 1 month, the student may be expelled from the course. Failure to make payments on schedule will result in late fees and possible expulsion from the course.

Student Conduct

Students may be dismissed for any of the following reasons:

- Being under the influence of drugs/alcohol during class time
- Possession of drugs/alcohol on school premises
- Disruptive or disrespectful behavior
- Unsafe behavior
- Excessive absences/tardiness
- Any behavior that does not conform to school policies
- Failure to pay fees on schedule

Grading

90-100% = A, 80-89% = B, 70-79% = C, 60-69% = D, Fail = below 60%. Grading policies may be amended at any time.

Students will be graded in 3 ways: 1) written quizzes and exams, 2) lab quizzes and exams, 3) practical exams. There will be approximately 1 quiz per week (on average). Students must maintain a passing average quiz score at all times, and must pass each category separately. There will also be a comprehensive final which must be passed with a minimum score of 60%. The grade for each category

will be determined by averaging the quiz scores for that category. There will be a practical midterm and final exam (2 exams total). A practical exam involves a student performing a massage on which they will be graded. All final exams and practical exams must be passed with a minimum score of 60% independently of each other or of their final grades. The school reserves the right to make changes to this policy as needed to determine a student's competency.

There will be clinical hours, equal to no less than 8% of the course, in which students will perform massage on members of the public, either at the school or off the school premises, but always under the supervision of an instructor. These hours will be graded.

If a student's cumulative grade in either their written or lab course work is below passing for 1 week, the student will receive academic counseling and be offered tutoring (\$35 per hour) to bring their grades up to passing.

If a student's cumulative grade in either their written or lab course work is below passing for 3 consecutive weeks, the student will be placed on **academic probation**. The student must receive at least a passing grade for the next week's work to be removed from academic probation. If the student fails to meet this objective, the student will be dropped from the course.

Grades may be appealed by taking them to the director within 1 week of receiving the disputed grade. The director will resolve the issue in a timely manner.

Record Retention

Student records, including transcripts, will be maintained indefinitely. However, students are strongly advised to keep their own copies of their transcripts and diploma. Transcripts and diplomas will be held until all outstanding balances are paid.

Unsatisfactory Progress

Progress reports for attendance and grading will be issued periodically. If, during the previous week, academic progress has been unsatisfactory, the student will receive academic counseling and be offered tutoring (\$35 per hour) to bring their grades up to passing. If academic progress is unsatisfactory for 3 consecutive weeks, the student will be placed on academic probation. The student must receive at least a passing grade for the next week's work to be removed from academic probation. If the student fails to meet this objective, the student will be dropped from the course.

Re-Enrollment after Dismissal

Students who have been dismissed may only re-enroll at the discretion of the director, and only if the conditions that caused the dismissal have clearly been rectified.

English-As-A-Second-Language

This institution does not provide English-as-a-second-language instruction. Instructors speak only English. Written documentation of proficiency is not required. Students must demonstrate the ability to understand and speak English at a conversational level. This will be assessed by the director of the school in a face-to-face interview. If you feel you don't speak English well, you enroll at your own risk. You must attend lectures in English and pass tests written in English.

Job Placement Assistance

Students will be provided with information on how to find jobs on their own, but this institution does not promise any formal job placement assistance. We will happily give recommendations to employers for any students who have demonstrated proficiency.

Student Complaints

All complaints should be made to the director (Steven R. Mathews, D.C.) if possible. Complaints will be investigated in a timely manner. (See Grievances, p. 11)

Malpractice Insurance

All students are required to carry malpractice insurance. There is no requirement to obtain this insurance from any specific company. The approximate cost is approx. \$25/year for students. Contact the school for specific information.

Acceptance of Prior Education/Experience

In circumstances where a student has obtained prior massage education, the school may be able to grant credit for this prior education. Acceptance of this credit is subject to State law (see below). This will always be at the discretion of the director. The credit in question will only be considered if it is A) from a school that has been properly approved or accredited, B) the student has passed the units in question, and C) it is of a similar nature to the subjects taught at Sierra Massage School. If an assessment is requested, the assessment fee will be \$100.

If allowed to challenge quizzes and tests, the policy will be as follows:

The written final must be passed. The lab final must be passed.

No more than 2 chances will be given to pass these tests.

The practical final must be passed on the first try.

No more than 50% of the total class hour requirement may be granted as credit for prior education/experience, unless that previous experience was from this school.

The following is copied directly from State law:

(c) If credit for prior experiential learning is to be granted, the policy for granting such credit shall be included in the institution's catalog.

(1) An institution may grant credit to a student for prior experiential learning only if:

(A) The prior learning is equivalent to a college or university level of learning;

(B) The learning experience demonstrates a balance between theory and practice and;

(C) The credit awarded for the prior learning experience directly relates to the student's degree program and is applied in satisfaction of some of the degree requirements.

(2) Each college or university level learning experience for which credit is sought shall be documented by the student in writing.

(3) Each college or university level learning experience shall be evaluated by faculty qualified in that specific subject area who shall ascertain (1) to what college or university level learning the student's prior experience is equivalent and (2) how many credits toward a degree may be granted for that experience.

(4) The faculty evaluating the prior learning shall prepare a written report indicating all of the following:

(A) The documents in the student's record on which the faculty member relied in determining the nature of the student's prior experience;

(B) The bases for determining that the prior experience (i) is equivalent to college or university level learning and (ii) demonstrates a balance between theory and practice; and

(C) The bases for determining (i) to what college or university level the experience is equivalent and (ii) the proper number of credits to be awarded toward the degree for that experience.

(5)(A) The institution shall designate at least one administrator to be responsible for the review of faculty determinations regarding the award of credit for prior experiential learning.

(B) The administrator shall document the institution's periodic review of faculty evaluations to assure that the faculty written evaluations and awards of credit comply with this section and the institution's policies and are consistent.

(6) The amount of credit awarded for prior experiential learning shall not be related to the amount charged the student for the assessment process.

(7)(A) Of the first 60 semester credits awarded a student in an undergraduate program, no more than 15 semester credits may be awarded for prior experiential learning.

(B) Of the second 60 semester units (i.e., credits 61 to 120) awarded a student in an undergraduate program, no more than 15 semester credits may be awarded for prior experiential learning.

(C) Of the first 30 semester credits awarded a student in a graduate program, no more than 6 semester credits may be awarded for prior experiential learning.

(D) Of the second 30 semester credits (i.e., credits 31 to 60) awarded a student in a graduate program, no more than 3 semester credits may be awarded for prior experiential learning.

(E) No credit for experiential learning may be awarded after a student has obtained 60 semester credits in a graduate program.

Note: Authority cited: Sections 94803, 94877 and 94885, Education Code. Reference: Sections 94885 and 94909, Education Code.

Sierra Massage School has not entered into any articulation or transfer agreements with any other colleges or universities.

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

The transferability of credits you earn at Sierra Massage School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Massage Therapy at Sierra Massage School 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 is 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 Sierra Massage School to determine if your certificate will transfer.

Student Tuition Recovery Fund

The Student Tuition Recovery Fund (STRF) was established by the California legislature to protect any California resident who attends a private postsecondary institution. According to California law, a fee must be assessed from each student upon enrollment, of \$.50 for each \$1000 of tuition for the Student Tuition Recovery Fund. This is a state requirement. These fees allow the state of California to reimburse students for the amount of prepaid and unused tuition expenses in the event that an institution should close down unexpectedly, fail to live up to its enrollment agreement, or refuse to pay a court judgment.

To be eligible for STRF, you must be a California resident and reside in California at the time the enrollment agreement is signed, or when you receive lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered a California resident.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. 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 either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

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.

To be eligible for STRF, you must be a California resident or 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.

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

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

It is important to keep copies of the enrollment agreement, financial aid papers, receipts, or any other information that documents the monies paid to the school.

For further information or instructions contact:

BPPE (*Bureau for Private Post-Secondary Education*)
P.O. Box 980818, West Sacramento, CA 95798-0818
(916) 431-6959

Financial Statement of Responsibility Required by State of California

Sierra Massage School does **not** have a pending petition for bankruptcy.

Sierra Massage School is **not** operating as a debtor in possession.

Sierra Massage School has **not** had a petition in bankruptcy filed against it within the preceding 5 years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 at seq.).

Sierra Massage School has **never** filed a petition, and has never had a petition in bankruptcy filed against it.

Student Services

Student services include the following:

Tutoring: One-on-one with an instructor.

Academic counseling: The director will provide academic counseling with individual students as required for reasons such as poor grades, poor attendance, etc.

Facilities

Sierra Massage School is a small, owner-operated school that may be small in size, but large in personality! Most likely, you will feel a significant difference between us and any large schools. In fact, Sierra Massage School may feel more like a second home than a school. You will learn a lot, but in a comfortable environment where you can express your concerns directly to the owner of the school (who is also the teacher). Any and all student services can be accessed immediately by simply asking your instructor. You will not be sold or required to purchase a table in the course of your education here. We use all of our own equipment, including tables, cushions, stones and warmers, blankets, bolsters, and essential oils. We have created our own books which are supplied as part of the course. A library including various DVDs, anatomy books, and massage texts are available for all students upon request. The school is 1420 sq. ft. and consists of a large open room for instruction, as well as a curtained changing area and 2 smaller rooms that double as massage rooms and/or changing rooms. Restroom facilities are in a common area of the office complex in which we are located.

Sierra Massage School does not provide dormitory or housing facilities and has no responsibility to find or assist in finding housing. Housing is available reasonably near the school facilities, and may cost anywhere from approximately \$700 - \$2000 per month for rent.

Federal Accreditation

No course offered at Sierra Massage School requires federal accreditation, therefore no course offered by this institution is accredited by an accrediting agency recognized by the United States Department of Education. This will in no way affect the ability of a graduate of Sierra Massage School to become properly certified or to work legally after graduation. If any student has any confusion on this issue, please feel free to call the school at (559) 325-7600.

Student Rights

Students have the right to attend classes in an environment where they don't feel threatened, harassed, or otherwise made uncomfortable by inappropriate communication of a discriminatory, sexual, or violent nature. The safety and wellbeing of our students is of the utmost importance, therefore, communication deemed to be of an inappropriate nature is taken very seriously and a no tolerance policy exists where discrimination, unwelcome sexual comments or advances and violent comments or threats are concerned. Any behavior that qualifies as such should be immediately brought to the attention of the Director via the grievance process below. Students engaging in this inappropriate type of behavior will be subject to disciplinary action and may be dismissed immediately.

Grievances

Any grievances may be addressed to Steve Mathews, the Director of Sierra Massage School. It is requested that all grievances be submitted first in the form of a signed letter for review and for inclusion in official records. Grievances submitted will be reviewed by the Director who will make all attempts to reconcile the issues in an amicable fashion for all parties. In the event that grievances cannot be reconciled amicably among all parties, students can address grievances 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, Phone: 916-431-6959, Toll Free: 888-370-7589, Fax: 916-263-1897.

Requirements for Certification with the CAMTC (optional)

www.camtc.org

Pathway 1: 250-499 hours of massage education (not available after 1/1/15)

You must have at least 250 hours of massage education, including 100 hours in anatomy & physiology, contraindications, health and hygiene, and business & ethics, all at approved schools, which shall not be online or distance learning.

Pathway 2: 500+ hours of massage education

You must have at least 500 hours of massage education at CAMTC approved schools, which shall not be online or distant learning. A minimum of 250 hours shall be from approved schools, and the remaining 250 hours required may be secured either from approved schools, or from

continuing education providers. Presently, CAMTC accepts continuing education from providers approved by the Department of Consumer Affairs or NCBTMB. CAMTC retains the right to review the legitimacy and relevance of continuing education courses.

Pathway 3: A license from another U.S. state or Canadian province

You must hold a valid license issued by another U.S. state or Canadian province whose licensing requirements meet or exceed California requirements. If your massage education is from a school in another country or a non-qualifying Canadian province, [CLICK HERE](#) for "CAMTC Policies Regarding Massage Education Received Outside the United States".

Pathway 4: Passed an approved exam and 250+ hours of massage education

You must have at least 250 hours of massage education, which shall not be online or distant learning, of which more than 100 hours are in specified curriculum subjects and you must have passed a CAMTC approved exam. Approved exams are the MBLEx and NCBTMB exams. You're required to have the examining board send proof of passing the MBLEx or NCBTMB exam directly to CAMTC.

If you feel this information is out-of-date, please check the CAMTC's website for current certification requirements.

CAMTC Required Statements

Pursuant to California Business and Professions Code section 4611, 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 California Massage Therapy Council.

(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.

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 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
fax: (916) 669-5337

Summary of Graduation Requirements:

1. Attend all 500 hours of the course. (See attendance requirements p. 5)
2. Have a passing grade in all subject areas and all final exams.
3. Complete and pass clinical requirement.
4. Pay all school fees.

Hygiene, Dress Code & Draping Policies

Hygiene: All students must be clean and free of offensive odors during class time, and especially when working with the public. Nails/cuticles should be clean and trimmed. Hair should be clean and tied back if necessary, as to not interfere with the massage. Clothing and shoes must be clean and presentable. Good hygiene and sanitation practices are important to prevent the spread of disease. Hands must be washed with soap and warm water before and after every massage. Students will not be able to attend clinical or practical hours if sick.

Dress Code: There is no uniform requirement. Students should dress comfortably, but in a manner that is considered professional and appropriate for the classroom, and for interaction with the public. Inappropriate attire includes, but is not limited to, clothing that is; dirty, tattered, see-through, or too revealing. Other examples of inappropriate attire are; midriffs/crop tops, sleepwear, swimwear, very short shorts/skirts, or clothing with any inappropriate language or graphics. For sanitary purposes and client comfort, rings, watches, bracelets, and long necklaces should be removed when performing a massage. Appropriate attire is subject to the discretion of the instructor.

Draping: Draping is an important part of a professional massage therapy practice. It is the use of sheets and/or towels to cover clients during a massage. It is essential for the massage client's sense of security, modesty, and warmth during a massage session. It acts as a tangible professional boundary between the client and student massage therapist. Before beginning a massage session, the student massage therapist must explain/demonstrate to the client the appropriate draping techniques, and how to position themselves on the table. The client must be draped/covered at all times, and only the area being massaged should be exposed. The client's genitalia and breasts (for females) must remain covered at all times. Draping must be clean and in good condition, and changed for every massage.