



**Massage Center**

**171 E. Thousand Oaks Blvd. #206  
Thousand Oaks, CA 91360**

**Email [Adm@asmt.net](mailto:Adm@asmt.net)**

**Phone 805-791-1561**

**[www.ASMT.net](http://www.ASMT.net)**



**ACCREDITATIONS AND ASSOCIATIONS**

American Massage Therapy Association Council of Schools Member (AMTA)  
Associated Bodywork & Massage Professionals (ABMP)  
Approved as a Continuing Education Provider by the National Certification Board for  
Therapeutic Massage and Bodywork (NCTMB)

Licensed to operate by the California State Bureau for Private and Post-Secondary Education

**YOU** have decided to **CHANGE YOUR LIFE** and because **YOU** want to have **MEANING** and purpose in your life. One of the greatest benefits to a career in massage therapy is the ability to **AFFECT** and **CHANGE** the quality of another person's life while **IMPROVING YOUR QUALITY OF LIFE**.

Last year, consumers visited Massage Therapists 230 MILLION times. 36% of Americans have received one or more massages. This figure has doubled in the past 2 years (*American Massage Therapy Consumer Survey*). Consumers spend between \$11-15 Billion Dollars on visits to massage therapists (*Associated Bodywork & Massage Professionals*). With such growth potential you can expect that **YOUR** new career can also change your income potential. As a massage therapist, you can work in such exciting environments as spas, medical offices, cruise ships, physical therapy offices, chiropractic offices, private practice and sports clubs.

### **WHY MY SCHOOL????????????**

I was born and raised in Denmark, where massage therapy has been a part of life and accepted for many years. I understand the need that everyone has for massage. With over 21 years experience as a successful Chiropractor, I have a passion to teach the wonders of massage therapy and the various modalities of the healing arts.

My programs are **INNOVATIVE** and **EXCITING** and reflect the changing fluid environment of massage therapy.

I have customized my programs to meet each student's individual needs so **YOU** can use your education to create the massage practice of **YOUR CHOICE**.

Because of my passion to **IMPROVE PEOPLE'S LIVES** and **TO PROVIDE A BETTER QUALITY OF LIFE**, I founded the Massage Center in 1997 and have graduated hundreds of successful and skilled therapists.

**I have designed the course for someone just like YOU to complete your personal goal of entering the massage therapy industry within 5 months.**

I look forward to seeing you in  
the next class and I want to  
personally welcome  
you into the  
Massage Center family.

**Dr. Helle Leap, D.C.**  
Director / Owner

# CALENDAR 2012

**300 Massage Practitioner Program**  
**500 Hour Massage Therapist Program**



We want ***YOU*** to come join us!

Call

**805-791-1561**

Find out when our next class starts.

## *Massage Center Thousand Oaks*



Our School is located at 171 Thousand Oaks Blvd. #206 in Thousand Oaks, CA. We are an intimate school that was established in 1997.

We keep our classes small in size which allows for individual attention. We pride ourselves on educating and training balanced massage therapists who can immediately enter the field of massage to serve themselves and their community.

Admission hours are from 10 a.m.- 6 p.m. Monday thru Friday. Registration for classes can be done in person, by mail with a check, or credit card, or by fax with a credit card. The classroom is equipped with massage tables of varying heights. Massage lotion will be provided to students by the school.

The school does not provide English-as-a-second language classes.

The Massage Center is a private institution and is licensed to operate by the Bureau for Post Private-Secondary Education. This means that the school meets the minimum state standards and does not imply any endorsement or recommendation by the state or by the Bureau. The school is also approved by the National Certification board for Therapeutic Massage and Bodywork (NCBTMB) as a continuing education provider under category A.

# 300 Hour Massage Practitioner Program

The 300 hour program is composed of basic Swedish massage training, advanced specialty classes, Anatomy (Online) and practical experience. It is designed to teach the basic massage course, followed by a selection of advanced elective classes in order to diversify the knowledge of the massage therapist. These electives are not merely lectures about or introductions to a new modality, but rather complete stand-alone courses themselves. These courses offer a very *advanced level of specialized education* taught by experienced instructors.



Most massage programs have a “one size fits all” standard curriculum that every student follows to completion. At the Massage Center we believe that the student should be able to custom design their massage and bodywork education to meet their individual preferences and scheduling requirements.

**Prerequisites:** High School Diploma, GED or pass the ATB (Ability to Benefit) test

## 300 Hour Massage Practitioner Program Breakdown

Anatomy / Physiology	57 hours (Online)
Business Practice	16 hours
Ethics	16 hours
Contraindications	6 hours
Health / Hygiene	5 hours
<b>Subtotal</b>	<b>100 hours</b>
Swedish Massage	84 hours
Career Experience	4 hours
Elective Classes (Workshops)	56 hours
Clinical Studies	56 hours
<b>Total</b>	<b>300 hours</b>

This program meets and exceeds the new California State requirements for the “Certified Massage Practitioner” License.

Your program must contain 100 hours in the above subjects in order to obtain a License

Requirements for graduation and certification:

- ◆ Satisfactory attendance of 183 clock hours.
- ◆ Completion of 57 hour Online Anatomy
- ◆ Completion of 56 hours practical experience.
- ◆ Completion of 4 hours of career experience.
- ◆ 70% passing grade on all exams.

It is the Mission of Massage Center to provide massage students and enthusiasts with an in-depth knowledge that fulfill their desires to enter the healing arts of massage therapy, at an affordable price. Our friendly, knowledgeable and professional staff will help inspire and educate our students.

# 500 Hour Massage Therapist Program

The 500 hour course in conjunction with the 300 hour program provides an additional 200 hours comprised of Advanced Anatomy & Physiology, Kinesiology, Pathology as well as additional elective hours and practical experience.

This course will expand your knowledge and provide you the skills to become an exceptional Massage Therapist. In addition to learning additional therapeutic massage techniques, you will gain an in-depth knowledge of the human body and become familiar with pathology as it relates to massage therapy.



Anatomy/Physiology & Pathology classes will only be offered as online (distance) courses.

The 500 hour Program meets and exceeds the guidelines of the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) if you wish to receive national certification.

Students completing the 500 hours of massage training are encouraged to sit for the National Certification Examination for Therapeutic Massage and Bodywork (NCE) that is offered by the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB).

**Prerequisites:** High School Diploma, GED or pass the ATB (Ability to Benefit) test

## 500 Hour Massage Therapist Program Breakdown

300 Hour Massage Therapy Program	300 hours
Anatomy/Physiology II & III (Online)	95 hours
Pathology (Online)	45 hours
Elective Classes (Workshops)	30 hours
Clinical Studies	30 hours
Total	500 hours

This program meets and exceeds the new requirements for the "Certified Massage Therapist" License.

Requirements for graduation and certification:

- ◆ Satisfactory completion of the 300 hour program requirements.
- ◆ Completion of 30 hours Clinical Studies.
- ◆ Completion of 30 hours of Elective classes.
- ◆ Completion of and passing all online requirements.

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# 200 Hour Massage Module

This add-on module has been established as additional education for students who already have 300 hours or more Massage education.

In this module, you will receive more in-depth knowledge of Anatomy, Physiology, Kinesiology and Pathology along with 30 hours of elective classes and additional practical experience.

This add-on module provides the opportunity for our 300 hour students to obtain a total of 500 educational hours and thereby be able to take the NEW California State Exam in order to become a Certified Massage Therapist.



You will also be able to take the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) Exam, if you wish to receive national certification.

Anatomy/Physiology & Pathology classes will only be offered as online (distance) courses.

## 200 Hour Massage Module Breakdown

Anatomy/Physiology II & III (Online)	95 hours
Pathology (Online)	45 hours
Elective classes (Workshops)	30 hours
Clinical Studies	30 hours
Total	200 hours

Requirements for graduation and certification:

- ◆ Completion of 30 hours Clinical Studies.
- ◆ Completion of 30 hours of Elective classes.
- ◆ Completion of and passing all online requirements

It is the Mission of Massage Center to provide massage students and enthusiasts with an in-depth knowledge that fulfill their desires to enter the healing arts of massage therapy, at an affordable price. Our friendly, knowledgeable and professional staff will help inspire and educate our students.

# TUITION & FEES

## 300 Hour Massage Practitioner Program



Tuition\* \$2000

\*this includes a \$100 non-refundable enrollment fee and a (Student Tuition Recovery Fund) STRF of \$2.50 per thousand dollars of tuition charged.

This program is perfect if you are just starting out. You will receive a quality education that will enable you to take the NEW California State “Massage Practitioner” Exam.

## 500 Hour Massage Therapist Program



Tuition\* \$4150

\*this includes a \$100 non-refundable enrollment fee and a (Student Tuition Recovery Fund) STRF of \$2.50 per thousand dollars of tuition charged.

If you are a bit more serious about your Massage Therapy education, this program is for you. You will be able to take BOTH the NEW California State “Massage Therapist” Exam and the NCBTMB Exam.

## 200 Hour Massage Therapy Module



Tuition\* \$2500

\*this includes a \$100 non-refundable enrollment fee and a (Student Tuition Recovery Fund) STRF of \$2.50 per thousand dollars of tuition charged.

If you already have 300 hours of education, this is a great module to add. You will then have a total of 500 hours and be able to take the California State “Massage Therapist” Exam and the NCBTMB Exam.

**Massage Center does not participate in federal and state financial aid programs.**

If you, the student obtains a loan to pay for an educational program, you will *have* the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

If you have *received* federal student financial aid funds, you are entitled to a refund of the moneys not paid from federal student financial aid program funds.

**Special Payment Plans Available for all programs**

Call for more details  
805-495-1353

Students who have not paid off any balances due to the school, will risk collection proceedings as well as not receiving their certificate of completion for the course.

# *Elective Classes*

**Each 300 hour student will have the opportunity to select 56 hours and each 500 hour student will have the opportunity to select 83 hours of elective classes.**



## **Deep Tissue Massage (16 Hours)**

This is one of the most frequently requested modalities.

When blended with massage, or used as a stand-alone therapy, deep tissue techniques leave your client feeling “longer, looser, and lighter”.

Learn the theory behind deep tissue therapy, how to recognize patterns of muscular strain and compensation, and how to safely target individual muscles, rather than just “going deeper” with the strokes you already know.

## **Hot Stone Massage (12 Hours)**

Hot stone massage is a luxurious body treatment being offered in all the top Spas and Resorts. This soothing and deep healing treatment is easy to learn and fun to do, and best of all it is easy on the practitioner’s hands. Your clients will be amazed by how relaxed they feel afterwards.



## **Trance Massage (8 Hours)**

Trance massage is a unique blend of therapeutic massage and light hypnotic trance. This course will teach you how to add a deeper level of relaxation to any massage modality you already use. No prior experience with hypnotherapy is necessary.

This hands on class will include an introduction to hypnotherapy, instructions for a proper trance massage intake and sample scripts to start you off - but creativity is encouraged!



### **Reiki (16 Hours)**

Students in this class will learn the history of Reiki and Eastern traditions. You will learn the application of Acupressure along the meridians and the use of Chakras. Experience the uses of “life force energy”, while learning the practical, transformational, and inspirational power of hands-on healing.

### **Chiropractic Massage (14 Hours)**

The major focus of this 2 day course is to explore the techniques of deep tissue manipulation primarily along the spinal column. We will review several of the most common ailments and injuries that you will see in a chiropractic office, (i.e.:whiplash, carpal tunnel syndrome, disk problems....) and learn different strokes and stretches that will be beneficial for you to apply in those situations. Some advanced anatomy and medical terminology, along with what to expect when working in a chiropractic office, will also be taught. You will need to bring massage sheets and be prepared to learn a lot and have fun.



### **Aromatherapy (8 Hours)**

In this fun-filled workshop you will be introduced to the wonderful world of aromatherapy. We will go over some of the most common essential oils and how you can use them for massage and in your everyday life. There will be a \$10.00 material fee, for which you will receive a detailed hand-out along with your choice of either a 2 ounce bottle of massage oil *or* a 2 ounce room spray bottle, both of which you will have the opportunity to create yourself. Bring your open mind and your nose and be prepared to go on a beautiful sensory journey.

### **Reflexology (24 Hours)**

A natural healing art, based on the principle that there are reflexes in the feet and hands which correspond to every part of the body. By stimulating and applying pressure to the feet or hands, you are increasing circulation and promoting specific body and muscular functions.



### **Lymphatic Drainage (12 Hours)**

This therapy is used to facilitate the fluid flow in the body. This class will guide you through the anatomy of the lymphatic system and the location of nodes and drainage patterns. Two methods of massage will be taught, including a light touch and a deeper method. Indications and contraindications will also be covered. This technique helps to drain stagnant fluids, to detoxify the body, promote regeneration of tissue and create or maintain a healthy immune system.



### **Pregnancy Massage (8 Hours)**

Beginning on a firm foundation of how the mother's body changes structurally during pregnancy, you will learn to perform a full-body massage during pregnancy as well as delivery. Training will cover the labor process, pre-labor coaching and back labor remedies in addition to massage.

### **Infant Massage (4 Hours)**

Every birth is an opportunity for two people to begin a closeness that will last beyond a lifetime. The art of massaging your baby or a clients baby is a very special way to let your baby know that he/she is safe, loved and understood. In this class you will learn massage techniques that are safe for your infant. You will also learn when not to massage your infant and ways in which to calm your infant.





### **Therapeutic Stretching (7 Hours)**

The addition of stretches to your massage practice can take you from ordinary to extraordinary in the eyes of your clients. Stretches help the nervous system to better assimilate the relaxing effects of massage, reduce muscle tension, minimize musculoskeletal imbalances, and prevent or rehabilitate injuries. Learn how to perform active, isometric stretches on your clients, as well as self-stretches for the massage therapist to ensure a healthy and long-standing career.

### **Sports Massage (27 Hours)**

Sports Massage helps alleviate stress and tension which builds up in the soft tissues of the body during intense physical activity. Minor injuries due to overexertion heal more quickly with the help of Sports Massage. Massage prepares the athlete for peak performance, flushes the body of metabolic wastes, relieves soreness, and reduces muscular tension. Sports Massage is very beneficial when an athlete is training for an event. It is helpful for anyone who stretches their physical limits. Both professional and amateur athletes who use their body in physically demanding ways will benefit from this form of muscle therapy.



### **Thai Massage (16 Hours)**

Thai massage is a blending of gentle rocking, rhythmic acupressure and deep assisted stretches to open, exercise and tone all systems of the body. Joints are loosened and opened, muscles are stretched and vitality is increased. It can be very meditative and a deep state of relaxation can be achieved. Thai massage is performed on a floor mat in loose comfortable clothing. Both the client and practitioner shift through four traditional positions; front, back, side and seated. It is often referred to as “yoga for two”.

### **Trigger Point Therapy (16 Hours)**

Trigger point therapy is based on the phenomenon of painful trigger points that develop in the muscle. These can occur as a result of muscle spasm or from tangled knots of normally smooth muscle fibers. In people who suffer from muscular aches and pains, the trigger point is characterized by knotted muscles and a painful tender spot. A trigger point can radiate pain and sensation through nerves to other places in the body.





### **Craniosacral (16 Hours)**

CranioSacral Therapy is a gentle, noninvasive manipulative technique. The rhythm of the Craniosacral system can be detected in much the same way as the rhythms of the cardiovascular and respiratory systems. CranioSacral Therapy is used for myriad health problems; including headaches, neck and back pain, TMJ dysfunction, central nervous system disorders and many other conditions.

### **Ayurvedic Head Massage (16 Hours)**

The word Ayurveda comes from the Sanskrit words Ayur (life) and Veda (knowledge). Ayurvedic therapy is considered to be a healing modality designed to balance and support the “knowledge of life” that is innately found within the body. Ayurvedic therapy is a holistic healing system from India dating back over 6000 years, integrating body, mind and spirit. This Ayurvedic class will focus on points in the head, neck, shoulders, arms and hands in order to rebalance, realign and support healthy energetic flow throughout the entire body. You will learn both relaxing and invigorating protocols in chair and table routines. The course will also introduce you to traditional marma points (vital energy points) of the face and head. You will also be introduced to the types of oils appropriate in Ayurveda massage, how to select the correct type for your client and how much - or little - to use. Ayurvedic Head Massage is a hands on massage modality utilizing energy flow to clear negativity while releasing tension and toxins from the body.



### **Energy (3 Hours)**

Welcome to the wonderful world of subtle energy! Sensing subtle energy involves the domains of manifestation of vibration and light of which there are four: the physical world (our body), the realm of thoughts and ideas (mind/emotions), the realm of myth (soul) and the world of spirit (energy). Our 5 most familiar senses - touch, taste, smell, hearing, and vision tell us many things, some conscious, but most are at the unconscious level.

In this introduction to energy class we will gain an understanding of how we can work with those four domains through right and left brain

knowledge. Then we'll experience how to 'feel your chi', or energy, within and around your body and those of your classmates. Science and quantum mechanics have proven the existence of our subtle energy fields and now we get to step into how we can use it with intention to shift how the physical world changes when we look at it and change our thoughts. Stay curious!



### **Neuromuscular Re-Education (24 Hours)**

By using everything from gentle stretching to thrust manipulations changes can be made in the way the body functions. This technique works because our body is a wonderful machine that has the capability to heal itself; sometimes it just needs a little help. By knowing the way the muscles run and by manipulating them into correct line, the bones will follow. This is re-educating your body to back into correct alignment to run more effectively the way it did before injury or pain began. This can be a life saver for a

person who lives a life of pain and discomfort.

Most recently dentistry has started to implement this type of massage technique for those people who suffer from TMJ (Tempo Mandibular Joint) pain. Over 10.8 million Americans suffer from this painful disorder. Using massage manipulations the muscle tissue in the jaw can be retrained to be properly aligned at rest. This is a welcome treatment for those who suffer to gain relief and in some cases just to be able to eat without pain.

Neuromuscular Reeducation is a powerful addition to any therapist's practice. It can also give you the satisfaction of knowing that you have the skill in your hands to actually help someone change their life for the better.

### **Chair Massage (8 Hours)**

This class will introduce you to new ways to relieve tension and relax the body quickly with chair massage techniques. Swedish, deep connective tissue and soft-subtle touch techniques will be incorporated into a routine that will last anywhere from 5 minutes to an hour.



### **Myofascial Release (16 Hours)**

This class is a tender mixture of stretches and massage techniques. A bodywork therapy whereby a therapist directs hands-on touch and maneuvers to the entire body, Myofascial Release promotes healing and relieves pain.

Myofascial Release therapy utilizes gentle, kneading manipulation that gently stretches, softens, lengthens and realigns fascia. After careful observation of ones posture, a Myofascial Release therapist will feel for stressed areas of the body. When restricted areas are found, the Myofascial

Release therapist will gently stretch tissues found along the direction of the muscle fibers. This stretch is held for a couple of minutes until a softening or release is felt. These stretches are repeated until the tension is gone. A Myofascial Release session may last up to an hour and can be administered one to three times per week depending on a patient's condition.



## *Admission Requirements*

Eligibility: Students must be 18 years or older in order to attend the school. No prior education is required for enrollment in the Basic 300 hour or 500 hour courses. Enrollment in the 200 hour advanced course will require proof of satisfactory completion of a basic massage course from an BPPE licensed Massage school if the student is not a continuing Massage Center student. Students must be emotionally stable and physically capable of

performing massage inherent to the program. Any person convicted of a felony is ineligible for enrollment.

**Transfer Students:** Training received at another Massage school will be considered for students who want to enroll in any advanced program.

After teachers and faculty have reviewed any previous training, it will be determined what courses must be taken at the Massage Center in order to receive a completion certificate. At least 51% of your training must be done at our school in order to receive a certificate from the school.



## *Licensing & the California State Certification*

Because licensing requirements vary from city to city and from county to county, it is advised that the individual student consult the licensing authorities in the area in which he/she plans to practice.

California passed a law January 1, 2009 that created a California Certification for Massage Therapists. You need at least 250 hours from an liensed school in order to become a “Certified Massage Practitioner” and 500 hours from a licensed school in order to become a “Certified Massage Therapist”.

## *Materials & Equipment*

All material necessary for completion of the programs at the Massage Center are provided by the Massage Center unless otherwise noted. The student will have to provide bed sheets to cover the massage tables. Advanced classes may require the student to purchase material and/or books not included in tuition. Text books are available for purchase at the Massage Center business office. These books are recommended not required.

Each elective class has a material fee of up to \$10 per class.



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

The transferability of credits you earn at the Massage Center is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate and transcript you earn in our Massage Practitioner and/or Massage Therapist course is also at the complete discretion of the institution to which you may seek to transfer. If the certificate and transcript 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 Massage Center to determine if your certificate and transcript will transfer.

***Job & Career Opportunities***

The Massage Center offers several innovative programs to assist our graduates.

We offer employment opportunities for our graduates to work in our Massage Center and in our Mobile Massage Center.

We also rent massage rooms to our graduates.

Working in the field of massage is a very rewarding experience where you will be helping people feel better physically and emotionally.

The School has a job board which is updated weekly.

# Student Practice Center



Thousand Oaks  
Hours of Operation

Monday thru Friday 10 a.m. - 8 p.m.  
Saturday 10 a.m. - 6 p.m.  
Sunday 10 a.m. - 6 p.m.

The Massage Center is dedicated to providing the best education in massage therapy. We offer a state-of-the-art practice center with private rooms and a soothing ambiance.

At the student practice center students gain valuable practical experience by working on a variety of clients provided for them by the school. We have been offering this service to the Thousand Oaks community since the introduction of our school in 1997.

This experience is one of the tools we use to prepare our students for a successful career in massage therapy.

## School Performance Fact Sheet.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. Information regarding completion rates, placement rates, license examination rates, and salary or wage information included in the School Performance Fact Sheet.

# *Student Tuition Recovery Fund*

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending schools licensed by, or registered to offer short-term Career Training with the Bureau for Private Post-Secondary and Vocational Education (Bureau).

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

1. The school closed before the course of instruction was complete.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as a required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. The school's breach or anticipatory breach of the agreement for the course of instruction.
5. There was a decline in the quality of the course of instruction within 30 days before the school closed, or if the decline began earlier than 30 days prior to closure, a time period of decline determined by the Bureau.
6. The school committed fraud during the recruitment or enrollment or program participation of the student.

You may be eligible for STRF if you were a student that was unable to collect a court judgment rendered against the school for violation of the Private Post-Secondary and Vocational Education Reform Act of 1989.

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

1. You are a student, who is a California resident and prepays 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 fee if either of the following applies:

1. You are not a California resident.
2. Your total charges are paid by a 3rd party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

# Cancellation Policy

**STUDENT'S RIGHT TO CANCEL:** You (student) have the right to cancel the enrollment agreement and obtain a refund of charges paid (as outlined on the enrollment agreement) through attendance at the first class session, or the seventh day after enrollment, whichever is later.

You (student) have the right to withdraw from the course at any time.

All requests for cancellation and/or withdraw must be in writing and submitted to:

Massage Center

Attn: Helle Leap

171 E. Thousand Oaks Blvd., #206

Thousand Oaks, Ca. 91360



If withdraw from the course of instruction occurs after the period allowed for cancellation the school will remit a pro-rata refund less the registration fee within 30 days following receipt of a written request for withdraw. No pro-rata refund will be given if a student has completed more than 61% of instruction.

# Refund Policy

If the amount that you have paid is more than the amount that you owe for the time attended, a refund will be made within 30 days of withdrawal. If the amount you owe is more than the amount you have already paid you will have to make arrangements to pay the amount owed.



The refund should be calculated as follows:

1. Deduct the registration fee from the total tuition charged.
2. Divide this by the number of taught hours in the program.
3. The quotient is the hourly charge for the program.
4. The amount owed by the student is derived by multiplying the total hours attended by the hourly charge specified in paragraph 3 plus the registration fee used in paragraph 1.
5. The amount refunded shall be any amount in excess of the figure derived in paragraph 4 that was paid by the student.

\*Attendance in class is assumed up until the day written notification is received even if the student is not physically in class.

# Attendance Policy

We expect you to attend all classes as scheduled and require that you make-up any class hours missed.

**Make-Up work:** If you are not able to attend a class, we ask that you inform the instructor. The instructor will request that you review the material that was taught by obtaining class notes from a fellow student. Make-up work required is clearly explained on the student syllabus. Students may not make up more than 15% of the total classroom hours.

**Tardiness:** We expect you to arrive for class on time. If you are more than 15 minutes late for class that time must be made up.

**Probation:** Absence in excess of 10% of the total class will necessitate a meeting with the director and a 30 day probationary period. During the probation period you must comply with all attendance requirements as well as all behavior requirements or be subject to dismissal from the program.

**Dismissal:** If a student on probation does not meet the requirements as outlined the Massage Center reserves the right to dismiss the student. The Massage Center also reserves the right to dismiss any student who does not exhibit proper physical behavior or has been using drugs or alcohol at the school or at any school function.

**Leave of Absence:** Any request for a leave of -absence must be submitted in writing and addressed to the school administrator.

**School records:** The Massage Center will keep all school and student records for no longer than five years.

# Grading Policy

## Grading Standards:

90-100% A Average  
80-89% B Average  
70-79% C Average  
60-69% D Average  
59% or less F Average

Each class has required tests which determine these grades. A cumulative grade point average of "C" or better is required for students to graduate successfully.

If, after taking the midterm or final, a student's average falls below a "C", the student will be given two weeks to write out the midterm or final review, study this, and retake the appropriate test within two weeks. After the midterm or final is re-taken and the student's average is still below a "C", the course must be repeated the next time it is offered. If the student is unable to maintain a "C" average after repeating the course, graduation from the program will be affected.

Re-enrollment will be accepted if the student can demonstrate that conditions causing the low grade point average have been resolved.

If a student does not complete the program as scheduled, the letter "I" will be placed on the student's transcript to designate "incomplete". An "I" grade becomes a grade "F" if the student does not complete required course work within six months.

# Your Teachers



## **Vicki Albin**

Originally from the San Fernando Valley, Vicki has lived in Colorado, Connecticut and Texas. She recently moved back to California and knows that attending massage school was the best thing in her life next to her 3 children. She has over 1300 hours of training. She is a graduate of Ahern's Massage Therapy School in Mariposa, California. She specializes in Reiki, pregnancy and infant massage. Teaching loving touch is her passion and she is enthusiastic about sharing her knowledge.



## **Daun Webb**

Daun has studied alternative medicine and healing for over 30 years. As a young child her mother, (a Comanche Indian) and father, (a Pacific Islander) instilled the importance of natural healing, energy work, and building a connection with nature. She is an avid supporter of naturalistic healing vs. pharmaceutical healing. Her love of helping others and wellness lead her to seek out massage therapy.

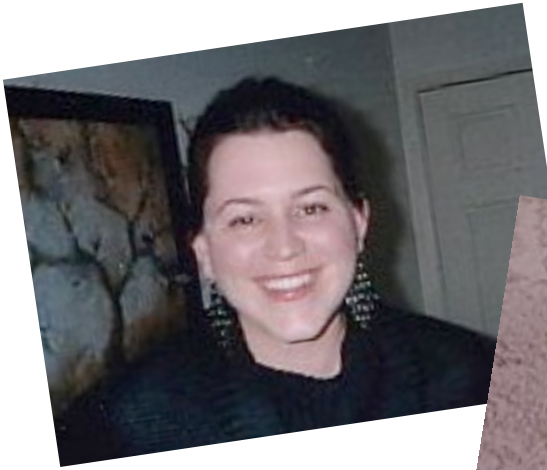
Daun has completed 4,820 practical hours of experience. She specializes in several different modalities including; Lomi-Lomi, Hot Stone,

Ayurveda, Pregnancy and Trigger Point massage. Her vast knowledge of anatomy and neuromuscular pathways has helped Daun to facilitate neuromuscular releases in tender and very stiff areas without undue pain to her clients.

Daun has followed her passion and focused her love for Lomi-Lomi as her primary channel for healing, connecting the energies of the spirit and the physical to promote a whole therapy for her clients.

# Your Advanced Teachers

We have many advanced teachers on staff. They are all experienced instructors in the specific field they are teaching.



# DIRECTIONS



**Massage Center**  
171 Thousand Oaks Blvd.  
Thousand Oaks, CA 91360

From Northern San Fernando Valley, Simi Valley, Moorpark

Take the 118 west which will turn into the 23 Frwy south. Exit on Thousand Oaks Blvd..., go to the second light make a right on Thousand Oaks Blvd. We are located on the right in the El Cid Plaza next to the “Topsy Goat” Restaurant and directly across from Wells Fargo Bank.

From Southern San Fernando Valley, Calabasas, Westlake, Agoura

Take the 101 Frwy west toward Ventura, exit Moorpark Rd. and make a right on Thousand Oaks Blvd. We are located on the left in the El Cid Plaza next to the “Topsy Goat” Restaurant and directly across the street from Wells Fargo Bank.

From Newbury Park, Camarillo, Oxnard, Ventura

Take the 101 Frwy east, exit at Moorpark Rd and turn right on Thousand Oaks Blvd. We are located on the left in the El Cid Plaza and directly across the street from Wells Fargo Bank.

Any questions a student may have regarding this catalogue that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capital Oaks Dr., Ste. 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov) toll-free telephone # (888) 370-7589 or by 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 toll-free or by completing a complaint form, which can be obtained on the bureau's internet website [www.bppe.ca.gov](http://www.bppe.ca.gov) .

Massage Center **DOES NOT** have any of the following:

A pending petition in bankruptcy, is operating as a debtor in possession, has filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.