

Somatherapy Institute

Student Catalog

12/31/24 to 12/31/25

Revised: 12/28/2024

Mailing & Physical Address for all classes:
70-225 Highway 111, Suites B & C Rancho Mirage CA 92270

Phone: 760-321-9214

Email: somatherapyinstitute@gmail.com Website: www.somatherapy.com

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.

The catalog is available on our website, www.somatherapy.com Hardcopies of the catalog are available once the prospective student has paid his or her non-refundable deposit.

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:

**Bureau for Private Postsecondary Education
1747 N. Market Blvd. Ste 225
Sacramento, CA 95798-0818
www.bppe.ca.gov**

Toll Free 888-370-7589 or 916-574-8900 Fax: 916-263-1897

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 the California Business and Professions Code section 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 the school may contact the California Massage Therapy Council:

**California Massage Therapy Council
One Capitol Mall, Suite 800, Sacramento, CA 95814,
www.camtc.org.
phone: (916)669-5336 fax: (916) 669-5337.**

School Policy Regarding Catalog Updates

This catalog will be updated annually pursuant to Section 94909 of the Business and Educational Code. The catalog will be updated as needed for curriculum changes and legal requirements and updates affecting Private Postsecondary Institutions in California; otherwise, it will be revised annually for the new calendar year.

Our Commitment

- We are exclusively committed to the study and mastery of massage therapy and it's allied fields.
- Our institution takes pride in maintaining recognized state approval, a testament to our unwavering commitment to excellence
- Through our thoughtfully crafted and competitively structured pricing, aspiring students are empowered to pursue rigorous, top-tier training on their journey toward an enriching and impactful career as a massage therapist. This opportunity invites you to immerse yourself in high-caliber education, expand your professional capabilities, and confidently shape a future filled with purpose and achievement.
- We are passionately committed to fostering academic achievement by designing engaging and thought-provoking educational experiences guided by outstanding instructors. Each class is crafted to help you unlock your full abilities, ensuring that every classroom moment is both exciting and life changing.
- Our mission is to empower each graduate with the knowledge, skill and confidence required to thrive in the world of massage therapy, inspiring continued professional growth and lifelong success

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Mission Statement

Somatherapy Institute's mission is to meet the needs of students, employers and the wellness industry by offering quality educational programs for the development of wellness and massage therapy careers which offer solid growth potential.

Somatherapy Institute's primary objectives are to offer high-quality educational programs which provide students with the body of knowledge and practical skills necessary to develop the intellectual, analytical, and critical abilities for the purpose of but not limited to: receiving the California State Certification for Massage Therapist, to performing massage/bodywork in a professional manner, and for developing a career in massage therapy and the wellness industry. Somatherapy Institute's faculty and its curriculum are designed to enable students to form an intellectual insight and appreciation for the profession of massage and bodywork and develop an ethical framework for safeguarding the clients and communities it serves.

Disclosures

Somatherapy Institute is a privately owned vocational school and is not a part of the public school system. Somatherapy Institute is approved to operate in the State of California by the **Bureau of Private Postsecondary Education, BPPE** based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, set forth in the CEC and 5, CCR, which became effective January 1, 2010. Approval to Operate means that a school is in compliance with these state standards.

Somatherapy Institute is an Approved School by the California Massage Therapy Council (CAMTC)
Approval number #SCH0037

Somatherapy is a school member of the American Massage Therapy Association in Chicago, IL (AMTA)
and a school member of the Massage Association for Massage and Bodywork Professionals in Sacramento, CA (AMBP)

Somatherapy Institute is not accredited and does not offer degree programs. Students enrolled in an unaccredited institution are not eligible for federal financial aid.

Somatherapy Institute does not participate in any Federal or State financial aid programs. Should a student pursue an educational loan on their own behalf, they will be responsible for all repayment of loan fees and including interest charges.

Somatherapy Institute does not discriminate on the basis of race, gender, religion, national origin, age, or sexual orientation.

Somatherapy Institute does not have any pending petition in bankruptcy, is not operating as a debtor in possession and had not filed a petition within the preceding five years, nor has it 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.

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 the 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 would like to file a complaint about the school may contact the: California Massage Therapy Council at One Capitol Mall, Suite 800, Sacramento CA 95814. www.camtc.org. (916) 669 5336 or (916) 669 5337.

Expectations

What can our students expect of the faculty and staff of Somatherapy Institute:

- Competent and experienced faculty and staff diverse program
- Preparation for professional practice
- Fair and consistent testing and grading
- Confidentiality regarding personal information
- Prompt attention to student needs and requests
- A supportive environment in which to grow
- Respect for each individual's boundaries

What Somatherapy Institute faculty and staff expect of our students:

- Take responsibility for their education
- Be responsive to constructive criticism
- Uphold high standards of integrity
- Behave in a professional manner at all times
- Be open to a variety of teaching styles and modalities Be respectful of staff and other students
- Practice high standards of personal hygiene

Facilities

Our campus is located at and all instruction takes place at:

70-225 Highway 111 Suite B&C
Rancho Mirage, California 92270.

The Somatherapy Institute facility is approximately 2300 square feet and includes a classroom, administrative offices and a student clinic. The facility utilizes classroom stools and chairs, professional massage tables, charts, models, overhead projectors and other necessary equipment. This institution, the facilities it occupies and the equipment it utilizes comply with any and all state and local ordinances and regulations regarding fire safety, building safety, and health.

Somatherapy does not have a library. The nearest public library is approximately one mile from the main office in Rancho Mirage. Students are required to purchase a textbook for several of the classes in the program, such that by the time the program is finished, each student will have basic reference library.

Distance Learning Classes - There are no Distance Learning classes offered at this time.

Student Housing

Student housing is not available on campus. **Somatherapy does not assist students in finding housing.** There are multiple housing units available in the nearby communities of Rancho Mirage and Cathedral City and students will need to make their own housing and boarding arrangements. According to Rentals.com the average rental rate in Rancho Mirage is \$2,500 per month and in nearby Cathedral City approximately \$2,150 per month.

Educational Programs & Fee Schedule

Massage Therapist Program: 545 Hours/45 Weeks/8-10 Months

Job Classification by Bureau of Labor Statistics Titles: Massage Therapist (31-9011.00)

Sample of reported job titles: Bodywork Therapist, Certified Massage Therapist (CMT), Clinical Massage Therapist, Integrated Deep Tissue Massage Therapist, Licensed Massage Practitioner (LMP), Licensed Massage Therapist, Massage Therapist, Medical Massage Therapist, Registered Massage Therapist, Therapeutic Massage Technician

The required program trains students for entry-level employment in the field of massage. The student will learn to give professional-quality Swedish massage, aromatherapy, anatomy and physiology, pathology clinical and therapeutic techniques. In addition, the student will learn detailed muscular anatomy and the elements of the business of massage, whether self-employed or working for others.

An important part of the curriculum is the discussion of ethics and boundaries in professional massage. The course work is designed to prepare the student for the national massage therapist written exam, the MBLEx and meet the CAMTC requirements.

Additional courses in the program teach massage professionals additional styles of massage such as Sports Massage I and Deep Tissue Massage II, Thai Massage, and Cranial Sacral. The hands-on classes focus on indications and contraindications of each massage modality, demonstration and practice of techniques, and the theory and applications of each style of massage.

This complete program is designed to meet the requirements for certification from the California Massage Therapy Council* (CAMTC) which include all of the following: a) a minimum of 500 massage education hours, including 100 hours in anatomy & physiology, contraindications, health & hygiene and business & ethics, b) A livescan fingerprinting, passport photo, CA Drivers License or CA Identification Card, the transcript from our school and the application (check money order or Credit Card payment) with a \$300 payment to the CAMTC are also required by the CAMTC to apply for the certification. Any student that has a criminal record of any kind may face additional time and scrutiny and potential denial of their application to the CAMTC. NOTE: the passing of the Massage and Bodyworks Licensing Examination (MBLEx) which is currently \$265 is Suspended by California law from 1/2019 – 1/2027. The MBLEx exam is/may be mandatory to apply in other states.

According to California Law CEC Section 94909 students who successfully complete the Certified Massage Therapist program will be eligible to sit for the MBLEx. Somatherapy Graduates' education is required to be verified by the Federation of State Massage Therapy Boards which is the administrative organization of the MBLEx.

This program has been designed to meet the requirements of most cities and employers, however licensing and hiring requirements do vary by city. The student is advised to research the licensing requirements in his or her city.

Certified Massage Therapist – Course Requirements and Tuition Schedule

		Early	Late
		Registration	Registration**
Certified Massage Therapist Core Program		\$25 per Class	
Swedish Massage*	135	\$725.00	\$750.00
Student Clinic 75 hours		\$0.00	\$500.00
Kinesiology*	48	\$625.00	\$650.00
Anatomy & Physiology*	40	\$625.00	\$650.00
Acupressure	40	\$625.00	\$650.00
Lymphatic Drainage	24	\$445.00	\$470.00
Deep Tissue Massage I	24	\$445.00	\$470.00
Reflexology*	20	\$445.00	\$470.00
Business & Ethics*	20	\$445.00	\$470.00
Health and Hygiene*	14	\$395.00	\$420.00
Aromatherapy	16	\$450.00	\$475.00
Stretching Flexibility & PNF	40	\$625.00	\$650.00
Deep Tissue II	36	\$520.00	\$545.00
Thai Massage	40	\$635.00	\$660.00
Hot Stone	16	\$450.00	\$475.00
Lomi Lomi	16	\$445.00	\$470.00
Special Populations	16	\$425.00	\$450.00
Total Tuition CMT Core Program	545	\$8,325.00	
Materials Fee		\$345.00	
STRF Fee – N/A		\$0	
Registration Fee		\$100.00	
Tuition Fee:		\$8,770.00	
Books		\$241.00	
Total CMT Program with all Materials:		\$9041.00	

***Under open enrollment, students may begin their program with these classes. Total time to completion may vary depending upon starting course.**

**** The Late registration fee is applied when the student has not paid in full 14 business days prior to the Course first class.**

*****STRF Fee is \$2.50 per \$1000 of institutional charges
See full details in Student Tuition Recovery Fund.**

Total program price and individual course prices are subject to change. Students are required to bring to each class a 2 twin sheets, 2 pillowcases and 2 hand-towels at their own expense. Any other textbooks or materials necessary will be specified in the course description and may be in addition to the base course fee. **Students receive a \$300.00 discount when paying for the Massage Therapist Program in in full by cash or check.**

Advanced Coursework and Higher Voluntary Credential Programs

Holistic Health Practitioner: 1000 hours - An additional 455 hours of training beyond the core CMT program.

Students are encouraged to continue training in massage beyond the initial 545 hours as many states require as many as 750 to 1000 hours of training. Somatherapy Institute offers courses for advanced massage therapy training, specifically designed to meet these needs. Students who have completed training at other institutions may apply to Somatherapy for a portfolio review towards the HHP.

Those Students completing 1000 hours from any of the courses above are eligible to apply for the Somatherapy HHP Credential.

CAMTC Law Regarding Unfair Business Practices

Students and graduates are advised to note CAMTC's Law related to unfair business practices as related to massage:

(1) 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.

Enrollment & Admission Requirement

General Admission Requirements

Applicants must:

- Be at least 18 years of age.
- Hold a high school diploma, GED, or equivalent.
- Be a U.S. resident.
- Be in good health and free of communicable disease.
- Complete an admissions interview.
- Individuals are accepted if, in the school's opinion, that individual has the possibility of success in the chosen objective

Somatherapy Institute does not administer or use Ability-to-Benefit exams for admission.

High School Dual Enrollment (Concurrent Enrollment)

High school seniors may be admitted if they:

- Provide proof of senior status (transcript or verification letter).
- Submit parent/guardian written consent with co-signature on enrollment agreement.
- Understand that enrollment does not substitute for high school graduation.
- Pay tuition/fees privately (financial aid not available until graduation).

The practice of massage requires the ability to stand for an hour or more at a time, while working with your hands, arms, and back. If you have ever had any injuries to your legs, arms, or spine, consult your physician to assess your ability to perform massage.

There is currently a state certification for massage therapists in California. While many massage practitioners are licensed by the municipality where they work, most therapists are applying for state certification as well. The CAMTC was created to implement voluntary certification for the massage therapy profession. Those who have been certified by the CAMTC may practice throughout the state without need for additional local massage permits or licenses. Somatherapy Institutes encourages all students interested in enrolling and becoming massage therapists to consult the municipality where they plan to work to learn the business permit and massage permit requirements. This assists the student in planning the appropriate classes to meet the municipality's requirements.

English Language Policy

Somatherapy Institute is an English language school. All instruction occurs in English. We do not teach, recruit or offer tutorials in any other language, nor do we supply translators. The student must have the skills to understand the spoken word and read the course material with comprehension. Each student is required to understand and read English. English language proficiency is determined during the admissions process and determined by the student's admissions interview. Students may also be required to submit the results of either the TOEFL Internet-based Test (TOEFL iBT) or the Test of Spoken English (TSE) for determining English proficiency.

Exit Practical

Upon the completion of 545 hours of study, as the student prepares to apply for certification, the Director may require the student to perform an exit practical to determine competence. If the student fails the practical, they will be asked to perform more clinic hours before applying for State Certification.

Enrollment Policy

Students may enroll on any school day before the beginning of each class though it is preferable that enrollment occur in advance of at least 5 days for preparation of materials. **The school currently does participate in or offer any sponsored programs, government or otherwise, to provide grants or to pay for tuition and fees.**

How to Enroll

After reviewing our catalog and materials, contact the school to arrange an interview—in person or by phone if you live outside the area. We recommend visiting our facilities and discussing your plans with staff before enrolling. You can get an enrollment agreement form at our office or request one by mail.

Bring copies of your certificates and transcripts from prior trainings and education. To enroll, submit all signed forms and a non-refundable \$100 enrollment fee before classes start. A \$75 tuition deposit is required for each class you register for.

Prior Credit Evaluation & Experiential Learning Policy

Somatherapy Institute does not have any articulation or transfer of credit agreements with any other college or university. Somatherapy Institute does not award credit for prior experiential learning, challenge examinations or achievement tests. Somatherapy Institute will consider up to 125 hours of equivalent anatomy and physiology, health and hygiene and or business completed at a college or university or other education system, as described below pursuant to the California Massage Therapy Counsel Policies. Evaluation will be based upon official transcripts of prior study. Credit allowed will be based on similar course hours to the equivalent Somatherapy course and will be recorded in student records. Somatherapy Institute follows the policies of the CAMTC which are as follows:

“Pursuant to Business and Professions Code section 4604, CAMTC can only consider transfer hours from CAMTC approved schools. Transcripts shall clearly identify transfer hours, including but not limited to name, CAMTC School Approval Code, address, telephone, and website of other school(s); number of hours transferred; class requirements met by transfer hours; reason(s) for transfer; and attached copy of transcript(s) from other school(s). Transfer hours may not make up more than 50% of the 500 hours required for certification.

(1) CAMTC will consider up to 125 hours of equivalent anatomy and physiology, health and hygiene, and/or business completed at a college or university of the state higher education system, as defined in Section 100850 of the Education Code, as meeting the definition of a CAMTC approved school.

(2) CAMTC reserves the right, in its sole discretion, to not accept any or all transfer hours.”

Per (1) above, Somatherapy Institute will only award credits awards up to the CAMTC Limit hours. Any disagreement over credit awards should follow the school's grievance policy listed in this catalog. **The student will be charged an administrative fee of \$2.00 per hour of credit given.**

Per (2) Above, Somatherapy Institute cannot guarantee that credit hours will be approved by the CAMTC. Student will be responsible for all costs incurred for producing all original official
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transcript documentation from other institutions to evaluate transferability. Furthermore, student will be responsible for all fees and official documentation as part of their CAMTC application.

Other Fees

Registration Fee: A \$100.00 non-refundable registration fee must be paid with the application for enrollment in school programs.

Tuition Deposit: A tuition deposit of \$75.00 per class must be paid when the student registers for upcoming classes. This amount is refundable in certain circumstances and is applied toward the tuition. (See the refund policy, which follows.)

Credit for Prior Learning Fee: A fee of \$2.00 per hour is charged for each hour of credit granted.

Somatherapy Institute does not participate in any Federal or State financial aid programs. Should a student pursue an educational loan on their own behalf, they will be responsible for all repayment including interest charges.

Somatherapy Installment Payment Plans: All students are allowed to make installment payments, on a scheduled Monthly or bi-weekly plan when the student enrolls in the complete program. Payment plans are not available for individual courses. Students who do not keep their payments current will be subject to disciplinary action and may not complete a course if the student's payment plan is not current. If the student is not current, student will not be allowed to continue with the class or to enroll in new classes until he or she is current with his/her payment schedule.

Somatherapy Institute offers the following installment plan fees.

As per the Installment Payment Plan, the student should be familiar with the following Truth in Lending terms:

Annual Percentage Rate: The APR refers the interest rate for an entire year (or "annualized"), as opposed to just the monthly rate; generally speaking, this is the cost of your credit expressed as a yearly rate.

Finance Charge: The finance charge is the sum of all charges payable by the debtor, including monthly fees and a percentage of the balance carried forward.

Amount Financed: is the amount of credit provided by the creditor for example, the amount financed for the \$5,000 loan is \$5,000.

Total of payments: this is the sum total of all payments you will have made by the time you have paid off your balance, including all fees and finance charges.

The Annual Percentage Rate on the Somatherapy Payment Plan is 10%.

The total finance charge for the Somatherapy payment plan is the Payment Plan administrative fee plus the total interest incurred for the term of your installment plan. Usually 7-12 months.

Payment Plan Administration Fee: \$300 (This fee is 50% is refundable upon receipt of the last payment when all payments are made on time according to original payment plan. As applicable, the refund will be applied to the student's last payment.)

Interest on Payment Plan is 10% Annual Percentage Rate – there is no pre-payment penalties for early payoff of installment plan.

Late Fees: A late fee of \$25.00 per month may be charged for payments received after the due date each month.

Tuition for Repeat Courses: Students who must retake a class due to a failing grade are responsible for the full cost of the class. Students who have successfully completed any class may retake the class at half price at any time class is available, if space allows. All classroom and attendance policies adhere.

Retest or Make-up Work Fee: A fee up to \$45.00 per hour is charged to make up missed class work with the instructor. A fee up to \$50.00 per hour is charged to make up or repeat a missed written examination or practical.

Student Clinic Cancellation Fee: 50% of the fee will be added to a student's account if he or she cancels or misses an appointment.

Single Course Registration Fee: \$25

Transcript Fee: A transcript is provided to each student at the completion of their course or class. Transcripts are updated within three weeks of the end of each quarter. A fee of \$30.00 is charged per transcripts requests.

Certificate Fee: Students wishing to receive a certificate for the completion of each course will pay a \$10 fee per course. (All courses completed are noted on the student's transcript and a "diploma" is provided at the end of the program such that course specific certificates are not required.)

Should a student pursue an educational loan on their own behalf, or using the Somatherapy Installment Plan, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund **including interest charges less any applicable refund for course work not completed according to the cancellation withdrawal and refund policy below.**

ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSE WHICH THE DEBTOR COULD ASSERT AGAINST THE SELLER OF GOODS OR SERVICES OBTAINED PURSUANT HERETO OR WITH THE PROCEEDS HEREOF. RECOVERY HEREUNDER BY THE DEBTOR SHALL NOT EXCEED AMOUNTS PAID BY THE DEBTOR HEREUNDER.

Student Cancellation, Withdrawal and Refund Policy

Student has the right to cancel the enrollment agreement and obtain a 100% of the amount paid for the program, less the \$100 registration fee, if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

The notice of cancellation must be made in writing, and the withdrawal may be effectuated by the student's written notice or the student's conduct including but not limited to the student's lack of attendance. Verbal notification will not be accepted.

Upon cancellation of any class or course, any payment the student made, and any negotiable instrument signed by the student shall be returned within thirty days following the school's receipt of the cancellation notice.

Students have a right to withdraw from course or class at any time. For those students who have completed 60 percent or less of the period of attendance, they shall be entitled to a pro rata refund. Refund rights are also described in the enrollment agreement. If the student has lost his or her copy of the enrollment agreement, the office can give the student another copy.

Any equipment provided by the school must be returned within ten days of receipt of signed cancellation notice. If the student does not return the equipment within this ten-day period, the school may deduct the full price of the equipment from any applicable refund amount. The school is required to refund any amount over the equipment price.

Notices of cancellation must be made in writing. Refunds are calculated based on the classroom hours that have elapsed up to the time the notice of cancellation is received by the school, whether or not the

student attended the class. If the student does not give a written notice of cancellation and simply stops attending, the school will drop the student from the class after the third absence. A refund, if any, will be calculated based on the day the student is dropped from the class, and the school will refund the amount paid for the portion of the class remaining after the drop date, plus any applicable installment plan fees and prorated interest charges.

To cancel the contract for school, mail, deliver or send a facsimile of a signed and dated written notice to:

**Somatherapy Institute
70-225 Highway 111
Suite B
Rancho Mirage CA 92270**

Refund Information

The student has a right to cancel the enrollment agreement in the educational program and obtain a 100% refund of amount paid through attendance at the first class session, or the seventh day after enrollment whichever is later.

For those students who have completed 60 percent or less of the period of attendance, they shall be entitled to a pro rata refund. Refund rights are described in the enrollment agreement. In addition, the student may withdraw from a course after instruction has started and receive a pro rata refund for the unused portion of the tuition. The school must receive a written notice of cancellation. The date of receipt of the written notice will determine the date used to determine any pro rata refunds.

If a student obtains 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 programs. The school will also refund money collected from a third party on the student's behalf. If payment has been made on the student's behalf by a third party, refunds will be made to the third party, not to the student. Refunds will be paid or credited within 45 days of receipt of student's cancellation or withdrawal.

If the school cancels or discontinues a course or education program, the school will make a full refund of all charges.

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, 1747 N. Market Blvd. Ste 225, 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.

ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSE WHICH THE DEBTOR COULD ASSERT AGAINST THE SELLER OF GOODS OR SERVICES OBTAINED PURSUANT HERETO OR WITH THE PROCEEDS HEREOF. RECOVERY HEREUNDER BY THE DEBTOR SHALL NOT EXCEED AMOUNTS PAID BY THE DEBTOR HEREUNDER.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding STRF may be directed to the:

**Bureau for Private Postsecondary Education
1747 N. Market Blvd Suite 225, Sacramento CA 95834
Web Site address: www.bppe.ca.gov
or call: 888-370-7589 or by fax 916-263-1897
916-574-8900 or by fax 916-263-1897**

Notice Concerning Transferability of Credits and Credentials Earned at our Institution

The transferability of credits you earn at Somatherapy Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Somatherapy Institute's Educational Program 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 Somatherapy Institute to determine if your certificate will transfer.

Continuous Enrollment

"Continuous enrollment" shall be defined as enrollment in, and successful completion of, at least one class per quarter for three quarters of each calendar year at Somatherapy Institute or any other approved institution, after having initially enrolled at Somatherapy Institute. Continuous enrollment secures

"catalog rights" for the student. Catalog rights are defined as guaranteeing students the specific course requirements of the year they first enrolled. Continuous enrollment applies to all students interested in earning any certificate offered at Somatherapy Institute.

Description of Classes

Massage Therapist Program

Swedish Massage

Required

Students are instructed to perform a cohesive, 60 & 90 minute Swedish massage using techniques from the Swedish repertoire. The curriculum also includes contraindications and indications, basic muscular anatomy, and an introduction to business and ethics. The class consists of 60 hours of practical training and 75 hours of required clinic work.

Requirements for completion: Students must give a final massage for grading, pass the practical exam with at least 70%, finish all course hours, and complete a 75-hour internship in the Somatherapy student clinic.

Student Clinic Internship Requirement: Students must complete at least 75 hours in the Somatherapy Institute's supervised student clinic. All clinic hours are to be completed onsite under supervision. Clock hours for Swedish Massage are recorded after all required clinic hours have been completed.

Duration: 135 hours (clock hours)

Anatomy & Physiology

Required

Anatomy and Physiology introduces massage therapists to human body structure, health and disease concepts, and relevant terminology. The course covers body organization, system importance in massage therapy, and develops clinical reasoning and communication skills for client interactions.

Requirements for class: Memmlers

Requirements for completion: Instructor evaluation of the techniques learned and completion of all course hours. Pass/Fail.

Duration: 40 hours (clock hours)

Kinesiology

Required

Kinesiology is the study of human movement. This field emphasizes physical activity as it relates to health. Students are instructed in science-based medical principles used to analyze, maintain, and improve human movement through

therapeutic massage techniques. The curriculum includes basic anatomy of the human body, identification of the origin, insertion, and actions of 120 muscles, and methods for locating these muscles through palpation.

Required Text: Muscle Manual by Dr. Nikita A. Vizniak

Requirements for completion: Quizzes and a palpation examination must be passed in addition to completion of all hours. Pass/Fail.

Duration: 48 hours (clock hours)

Business & Ethics

Required

This course covers strategies for starting a massage therapy business and outlines key ethical principles, including professional conduct, client-therapist relationships, marketing, and business practices.

Required texts: Mosby's Fundamentals

Requirements for completion: Final written exam is required with a 70% passing grade and attendance of all course hours. Pass/Fail.

Duration: 20 hours (clock hours)

Health & Hygiene

Required

This course covers common disease transmission methods, safety precautions, and equipment handling. Students will get handouts and homework.

Requirements for class: Mosby's fundamentals

Requirements for completion: Final written exam is required and a 70% passing grade and attendance of all course hours. Pass/Fail.

Duration: 14 hours (clock hours)

Aromatherapy

Required

Aromatherapy, a branch of herbalism practiced for millennia, promotes personal and environmental change. This course covers massage techniques that apply essential oils to the face and body, as well as basic principles, uses, and limitations of hydrotherapy and aromatherapy.

Prerequisite: Swedish Massage or must have at least 3 days of Swedish Massage completed.

Required materials for class: Student must bring unscented massage oil, 2 sheets and breast drape.

Requirements for completion: Instructor evaluation of the techniques learned and completion of all course hours. Pass/Fail.

Duration: 16 hours (clock hours)

Deep Tissue Massage I

Required

This course teaches how to apply increased pressure for therapeutic massage, building on basic anatomy knowledge. It covers essential techniques and body mechanics for providing a full-body massage beyond standard Swedish methods.

Prerequisite: Swedish Massage. Kinesiology is preferred, but not required

Requirements for completion: Instructor evaluation of the techniques learned and completion of all course hours. Pass/Fail.

Duration: 24 hours (clock hours)

Deep Tissue Massage II

Required

Methods for releasing tight connective tissue and stretching muscles to restore their normal length. Covers contraindications, treating acute and chronic issues, postures linked to biomechanical problems, muscle memory, and emotional release.

Prerequisite: Swedish Massage, Kinesiology, Deep Tissue I

Requirements for class: Muscle Manual

Requirements for completion: Instructor evaluation of the techniques learned and completion of all course hours. Pass/Fail.

Duration: 36 hours (clock hours)

Lymph Drainage Massage

Required

Lymph drainage is a technique rooted in the body's vascular system, widely used by health practitioners. This course covers lymphatic system physiology, neck and face massage, indications and contraindications, health and safety, and practical techniques for lymph drainage massage on the face, neck, and body.

Prerequisites: Swedish

Requirements for completion: Instructor evaluation of the techniques learned and completion of all course hours. Pass/Fail.

Duration: 24 hours (clock hours)

Special Populations Massage

Required

This course addresses the characteristics, indications, contraindications, and considerations relevant to specific populations, including geriatric, HIV-AIDS, cancer, and pre-natal clients. Students will be taught how to modify massage techniques for these client groups and are required to understand contraindications and safety protocols.

Prerequisite: Swedish

Required materials for class: Student must bring 2 sheets, two bath towels for breast drape, and one pillow to class.

Requirements for completion: Final written exam is required and a 70% passing grade and attendance of all course hours. Pass/Fail.

Duration: 16 hours (clock hours)

Thai Massage I

Required

Thai Massage is a practice within traditional Thai medicine. This class covers techniques such as soft tissue pressing, stretching, twisting, and joint manipulation performed on a massage table. The approach integrates elements of yoga stretching, relaxation, meditation, acupressure, and reflexology. It is designed to affect muscles, joints, bones, nerves, ligaments, and the lymphatic system. Students are provided with illustrated handouts.

Prerequisites: There are no prerequisites however taking another hands on class first like Swedish or reflexology could be beneficial

Requirements for completion: Instructor evaluation of the techniques learned and completion of all course hours. Pass/Fail.

Duration: 40 hours (clock hours)

Lomi Lomi

Required

Inspired by the Sacred Lomi Lomi, this treatment teaches the Lomi Lomi technique that encompasses a rhythmic flow using forearms, palms and elbows in a very nurturing and honoring way. Multiple areas of the body are massaged at once causing the mind to relax. The technique has a therapeutic effect to the client

Prerequisites: Swedish, 35 hours of clinic. Due to the nature of this technique, having completed more classes first could be beneficial but not required.

Requirements for completion: Instructor evaluation of the techniques learned and completion of all course hours. Pass/Fail.

Duration: 16 hours (clock hours)

Acupressure I

Required

After completing this class, you will understand the basics of acupressure therapy and how to apply it safely. You'll learn its philosophy, history, effects, clinical uses, contraindications, endangerment sites, general guidelines, therapeutic ethics, and how to set up the environment and perform acupressure.

Requirements for class: Book

Requirements for completion: Instructor evaluation of the techniques learned and completion of all course hours. Pass/Fail.

Duration: 40 hours (clock hours)

Hot Stone Therapy

Required

This course teaches heat therapy with hot stones, including performing 60- or 90-minute treatments. Students learn about indications, contraindications, safe stone use, insurance guidelines, and proper sanitation to prevent cross-contamination.

Prerequisites: Swedish, (Anatomy & Physiology preferred however not required first)

Requirements for completion: Instructor evaluation of the techniques learned and completion of all course hours. Pass/Fail.

Duration: 16 hours (clock hours)

Reflexology

Required

A natural healing art based on the principle that there are reflexes in the feet, hands and ears and referral areas within zones that correspond to every part, gland and organ of the body. The student will learn corresponding pressure points located in the feet, hands and ears. The student will be able to incorporate the techniques either as a separate modality or as an adjunct to most massage therapy treatments.

Requirements for completion: Instructor evaluation of the techniques learned and completion of all course hours. Pass/Fail

Duration: 20 hours (clock hours)

Stretching, Flexibility & Proprioceptive Neuromuscular Facilitation (PNF)

Required

Stretching is a component of maintaining physical health and mobility. This course provides instruction on how to stretch individuals with various activity levels. It covers the principles and techniques of stretching, flexibility, and Proprioceptive Neuromuscular Facilitation (PNF).

Prerequisites: Swedish, 45 Hours Clinic Internship, Deep Tissue I, Deep Tissue II, Kinesiology, Anatomy & Physiology.

Requirements for completion: Instructor evaluation of the techniques learned and completion of all course hours. Pass/Fail

Duration: 40 hours (clock hours)

Holistic Theory

Elective

This course covers the history and principles of holistic massage, focusing on assessing clients from mind, body, and spirit perspectives and creating treatment plans based on these views. It integrates medical, Eastern, and Western methods into a holistic framework.

Requirements for completion: Final written exam is required and a 70% passing grade and attendance of all course hours. Pass/Fail.

Duration: 40 hours (clock hours)

Sports Massage I

Elective

Sports Massage I covers both pre- and post-event methods, therapeutic trigger point therapy, stretching techniques, and theoretical concepts such as improving range of motion, enhancing athletic performance, and preventing injuries. The course emphasizes conditioning-maintenance massage and introduces a sequence of massage techniques. These techniques include circulatory strokes, trigger points, deep tissue work, muscle energy techniques, transverse friction, cryotherapy, stretches, and movement-based methods.

Prerequisite: Swedish Massage, Deep Tissue I&II, Kinesiology, (Stretching Flexibility & PNF preferred)

Requirements for completion: Instructor evaluation of the techniques learned and completion of all course hours. Pass/Fail.

Duration: 40 hours (clock hours)

Therapeutic Massage and Practical Settings

Elective

This class provides an overview of practice settings and career paths available to massage therapists, including spa and wellness environments as well as medical and clinical practices. The course covers the development of massage integration in health and wellness, professional conduct, record keeping, ethics, and standards of conduct. Students

are introduced to postural analysis, basic assessment techniques, and chair massage. The curriculum includes instruction on how to integrate these techniques and concepts into core massage therapy practice.

Requirements for completion: Instructor evaluation of the techniques learned and completion of all course hours. Pass/Fail.

Duration: 20 hours (clock hours)

Pathology

Elective

This course covers massage and bodywork methods, including their uses and contraindications. Students will learn to take health histories, document client records, understand basic pathological processes, identify when to refer clients, modify techniques for pathology, and collaborate with medical professionals.

Requirements for class: Pathology

Requirements for completion: Instructor evaluation of the techniques learned and completion of all course hours. Pass/Fail.

Duration: 40 hours (clock hours)

Advanced Assessments

Elective

This course reviews soft tissue conditions, postural assessments, muscle length testing, and assessment for specific conditions. This is an advanced course and will count toward our Medical Massage Therapist program. Extremely beneficial for practicing neuromuscular therapy

Requirements for completion: Instructor evaluation of the techniques learned and completion of all course hours. Pass/Fail.

Duration: 20 hours (clock hours)

Cupping

Elective

Cupping is an ancient therapy found in both eastern and western traditions. This course provides instruction on incorporating cupping into massage, covering specific techniques for various conditions. Students participate in demonstrations and hands-on practice.

Prerequisites Swedish, Anatomy & Physiology, Kinesiology

Requirement materials Set of 16 vacuum cups and set of silicone cups. Exact list is released to enrolled students

Requirements for completion: Instructor evaluation of the techniques learned and completion of all course hours. Pass/Fail.

Duration: 20 hours (clock hours)

Cranial Sacral Therapy I

Elective

Dr. Randall Stone describes the body's finer energies as essential for life, with their rhythmic flow governing bodily functions.

Students learn to position their hands to sense the cranial-sacral rhythm and gently work on the spine, skull, diaphragms, and fascia. This approach aims to ease nerve passage restrictions, promote cerebrospinal fluid movement, and said to realign bones. Cranial-sacral therapy is used for mental stress, neck and back pain, migraines, TMJ Syndrome, and chronic conditions like fibromyalgia.

Requirements for completion: Instructor evaluation of the techniques learned and completion of all course hours. Pass/Fail

Duration: 20 hours (clock hours)

Cranial Sacral Therapy II

Elective

Level II with Unwinding uses gentle cranial-sacral techniques to follow freeform bodily movements instead of fixed rhythms. This helps the body recall trauma postures, access muscle memory, and allows clients to release blockages and relax.

Requirements for completion: Instructor evaluation of the techniques learned and completion of all course hours. Pass/Fail

Duration: 20 hours (clock hours)

Deep Tissue III

Elective

Students will develop skills in palpating muscles and bones and will learn to assess various tissue qualities relevant to therapeutic massage. The curriculum includes instruction on approximately five advanced Western Deep Tissue Massage techniques, focusing on their application to specific muscular structures in non-injury contexts. Techniques covered are: Active and Passive Myofascial Release Techniques, Soft Tissue Mobilization Techniques, Structural Integration, Strip and Stretching Techniques, and Pin and Stretching Techniques.

Prerequisites: Swedish, Deep Tissue I, Deep Tissue II, Kinesiology, Anatomy & Physiology

Requirements for completion: Instructor evaluation of the techniques learned and completion of all course hours. Pass/Fail

Duration: 32 hours (clock hours)

Advanced Stretching, Flexibility, & Proprioceptive Neuromuscular Facilitation (PNF)

Elective

This advanced course builds on basic stretching and flexibility, focusing on GTO and Muscle Spindle function to deepen your understanding of stretch, flexibility, and range of motion. Students will learn key PNF techniques—Tense/Relax, Reciprocal Inhibition, CRAC—and practice their protocols and procedures to master the distinct body mechanics each method requires at different joints.

Prerequisites: Swedish, 45 Hours Clinic Internship, Deep Tissue I, Deep Tissue II, Kinesiology, Anatomy & Physiology., Stretching, Flex, PNF I

Requirements for completion: Instructor evaluation of the techniques learned and completion of all course hours. Pass/Fail

Duration: 32 hours (clock hours)

Medical Injury and Rehabilitation I – Structural

Elective

Students will develop precise muscle and bone palpation skills for assessing tissue quality relevant to therapeutic massage. The course covers advanced deep tissue techniques for specific conditions such as upper and lower cross syndromes, scoliosis, thoracic outlet syndrome, carpal tunnel syndrome, piriformis syndrome, and plantar fasciitis.

Prerequisites: Swedish, Deep Tissue I, Deep Tissue II, Deep Tissue III, Kinesiology, Anatomy & Physiology

Requirements for completion: Instructor evaluation of the techniques learned and completion of all course hours. Pass/Fail

Duration: 32 hours (clock hours)

Medical Injury and Rehabilitation II – Inflammation

Elective

Students will learn detailed palpation techniques for muscles and bones, as well as how to assess tissue dysfunction related to inflammation. The course covers injuries such as tendinitis, overuse injuries, epicondylitis, ITB syndrome, plantar fasciitis, chronic bronchitis, and scar tissue massage, along with hot and cold therapy methods.

Requirements for completion: Instructor evaluation of the techniques learned and completion of all course hours. Pass/Fail

Duration: 32 hours (clock hours)

Polarity

Elective

This course introduces the fundamentals of Polarity and Reiki therapy, focusing on therapeutic touch tailored to clients' energetic needs. Students will learn the complete Sattvic Therapy session for calming and rejuvenating the nervous system, as well as an introductory Polarity back treatment using ankle points to relieve lower back tension. Topics include Polarity Therapy principles, five-element theory, energetic anatomy, and hands-on practice with Sattvic Protocol and ankle point techniques.

Requirements for completion: Instructor evaluation of the techniques learned and completion of all course hours. Pass/Fail.

Duration: 40 hours (clock hours)

Extended Hold Myofascial Release

Elective

Myofascial release is a soft tissue therapy that focuses on loosening the connective tissue around muscles and organs. This class teaches techniques to relax and lengthen muscles, and improve circulation and lymphatic drainage.

Required text: Text To Be Determined

Requirements for completion: Instructor evaluation of the techniques learned and completion of all course hours. Pass/Fail.

Duration: 32 hours (clock hours)

Shiatsu I

Elective

Students will gain a thorough understanding of the Shiatsu sequence as taught by Namikshi. Hara analysis, and treatment along the lines of the 14 meridians will be incorporated into the full treatment.

Requirements for completion: Instructor evaluation of the techniques learned and completion of all course hours. Pass/Fail.

Duration: 40 hours (clock hours)

Pre-Natal Massage

Elective

Massage therapists may encounter pregnant clients and should be prepared to adjust their techniques to meet the specific needs and ensure the safety of these individuals. It is important for practitioners to understand contraindications and relevant safety considerations when working with pregnant clients.

Required materials for class: Student must bring 2 sheets, two bath towels for breast drape, and one pillow to class.

Requirements for completion: Instructor evaluation of the techniques learned and completion of all course hours. Pass/Fail.

Duration: 6 hours (clock hours)

Intermediate Lymph Drainage

Required

This course advances manual lymph drainage skills, covering dry brush, pressure, facial techniques, and specials. It also addresses client documentation and volume measurement before and after treatment. **Prerequisite:** Swedish, Anatomy & Physiology. (Kinesiology could be beneficial first)

Requirements for completion: Instructor evaluation of the techniques learned and completion of all course hours. Pass/Fail.

Duration: 20 hours (clock hours)

Faculty

Wade Wagner CMT, COSMO

Wade is a dually licensed cosmetology since 2010. Wade graduated from Somatherapy Institute in 2021. Since then, he has a lucrative practice of private clients, referral partnerships and collaborations with various doctors. He had lived on Maui to train inclusively with a lomilomi massage lineage and continues to progress his training. He also studied alternative medicine in Bogota, South America between helping with the school since 2021. He enjoys teaching and helping to improve the lives of others. In his downtime he continues to study for his Holistic Health Practitioner certification and Yoga Teacher Training certificate. He plans to progress Somatherapy forward.

Courses: Swedish, Deep Tissue I, Deep Tissue II, Kinesiology, LomiLomi, Health & Hygiene, Polarity, Reflexology, Thai, Stretching, Flexibility & PNF, Abhyanga, Cupping, Clinic Internship Manager, Administration, Managing Director, Owner, Officer of Academics, Secretary of Files

Aurora Mata, CMT

Aurora has been a massage therapist for 15 years and worked at many of the best spas and resorts in our valley. Aurora specializes in spa and deep tissue work and enjoys helping students reach their full potential through deep techniques combined with careful body mechanics. Aurora enjoys tutoring young children and is an avid softball player.

Courses: Swedish Massage, Deep Tissue I, Hot Stone, Clinic Internship Manager

Kath Koeppen RA, CMT, BCTMB

Kath is a nationally registered aromatherapist and massage therapist, certified in California and licensed in Texas. She has been practicing and teaching clinical aromatherapy and multiple bodywork modalities for over 20 years. Kath teaches lymphatic drainage and was personally instructed by Bruno Chikly, MD. A recognized expert in aromatherapy, her writings have been published internationally in peer-reviewed journals. A lifelong student, Kath loves to impart her passion for learning to others.

Courses: Manual Lymph Drainage, Aromatherapy, Special Populations, Pathology

Doug Blanc CMT

Doug has been a CMT since 2006 provided massage services to spas, hotels, retreat centers, and private clients. He specializes in therapeutic work and techniques including acupressure, reflexology, Swedish, deep tissue, aromatherapy, shiatsu and stretching. Doug graduated from McKinnon Body Therapy Center in 2006 and teaching and practicing ever since. Doug was an instructor at McKinnon, National Holistic Institute and San Francisco School of Massage.

Courses: Anatomy & Physiology, Kinesiology, Swedish, Acupressure, Reflexology, Cranial Sacral I&II, Myofascial Release, and Shiatsu.

Margaret Hines CMT, MBA

Margaret is the Instructor for Business and Ethics at Somatherapy. She received her massage therapy training at Somatherapy Institute. She also holds an MBA, from the University of Wisconsin Milwaukee and a BA from Washington University in St. Louis MO

Courses: Business & Ethics, Swedish

Ron Garcia, CMT

Ron has been a massage therapist since 2004. He has over 15 years experience and is currently working as a therapist at the local Coachella Valley resorts. He is very passionate with the eastern style of massage and as a result, he traveled to Asia (Chiang Mai, Thailand and Manila, Philippines) to study and learn more about the different eastern modalities. He's planning to go to China also for continuing education.

Courses: Deep Tissue Massage I&II, Lymph Drainage, Sports Massage I, Thai Massage I, Abhyanga, Acupressure, Chair Massage, Lomi Lomi, Reflexology, Thai Massage II, Warm Wood Massage

Doug Wong CMT

Doug has a thriving private practice as well as working at luxury resorts in the Coachella Valley, but his passion is in the classroom. He has a combination of five years of experience teaching and assisting at Somatherapy.

Courses: Swedish Massage, Deep Tissue I&II, Stretching Flexibility and PNF, Kinesiology

John Marasigan AOS BA LMT CMT BCTMB

John Marasigan has been a massage therapist for over 20 years and has been teaching for 13. His specialty is Deep Tissue, Sports and Medical Massage Therapy. After graduating with degree in Massage Therapy from the Swedish Institute in New York City, John became licensed to practice massage in the states of New York & California. He is also Nationally Certified and is an approved provider for continuing education through the NCBTMB. John has owned Sports Massage Clinic and school where he administered massage to athletes and sports active individuals, and taught licensed massage therapists.

Courses: Kinesiology, Swedish, Sports Massage I, Deep Tissue II& III, Stretching Flexibility and PNF, Medical Injury and Rehabilitation I &II, Shiatsu, Therapeutic Massage and Practical Settings, Assessments I&II.

Instructional Calendar

Holidays

Somatherapy Institute is closed New Year's Day, Memorial Day, July 4th, Labor Day, Easter, Halloween, Thanksgiving week and Christmas week. One week per quarter is sometimes scheduled for closed. Please refer to the Classes Calendar on the website for classes and closures.

Quarter Schedule & Open Enrollment

Classes are offered on a quarterly basis. The day and time of each class varies each quarter. Students are advised to consult a current schedule of classes, which may be obtained from the office or accessible on somatherpay's website under course calendar. Students should consult the class schedule before scheduling vacations or travel.

Classes are offered Monday through Saturday (rarely Sunday), at various times from 8 AM to 10:00 PM. During the year we offer as many classes as possible primarily in the evenings. Afternoons and daytime not priority, however, student clinic is normally ran during these times.

Morning, Afternoon, Evening classes

8 AM to 3 PM

1 PM to 5 PM, 1:30 PM to 5:30 PM, 2:00 PM to 6 PM, 5 PM to 10 PM, 6 PM to 10

PM, 5 PM to 9 PM variables to accommodate for scheduling

Note: Intensive classes are offered for one- and two-week periods throughout the year. Consult a current schedule of classes for the dates of this year's intensives.

Clinic hours are part of the Swedish course and can be performed 9am-7pm Monday -Saturday unless there is a class conflict. The Student Clinic is open to the public. Clinic clients are ask to complete an intake form prior to their massage alerting the student and management regarding contraindications. The client is asked to complete a student evaluation after the massage. Management requires advanced appointments for the clinic. Management also reminds all clients that they are receiving a "student" massage for educational purposes and that the student is in the process of learning their trade and may be at various levels of understanding of Kinesiology and/or Deep Tissue or other modalities.

Class Cancellations

Announcements are made in person, phone call, text or email about class cancelations. For the start of a class please double check the schedule online as it will be the most accurate schedule incase of software malfunctions or service issues. Cancelled classes will be between the students and instructor to reschedule the class in a timely manner, normally extending the class another week out.

School Closure

On rare occasions severe weather conditions will dictate the closure of the school. In the case of a wind advisory or flash flood warning, please call the school before leaving home to be sure the school has not been closed in case you have not been contacted yet first. If the school is closed due to an emergency or severe weather conditions, a make-up day will be scheduled.

Attendance Policy

Absence

It is very important not to miss any class session. Absences shall be excused under the following circumstances: illness, birth, or death in the immediate family, and other valid reasons substantiated in writing and at the discretion of the Executive Director. All other absences shall be considered unexcused.

Excuses and unexcused absences must be made up within two weeks of the end of the class, or the student will be graded "incomplete" and will have to repeat the class. Tardiness is considered to be absence and must be made up. *Absences must be made up with equivalent clinic time as well as participation in similar coursework class time. Because of this dual make up policy, it is highly recommended that students DO NOT miss any class time.*

Interruption for Unsatisfactory Attendance

Students who miss 25% of class hours will be dropped from that class. The student will, if appropriate, receive a refund calculated from the drop date.

Make-Up Work

Absences and make up work, must be completed to graduate. Absences must made up with equivalent clinic time as well as participation in similar coursework class time. Because of this dual make up policy, it is highly recommended that students DO NOT miss any class time. Please prioritize accordingly.

Make-up work will be required for all absences. Students will be required to drop a class and repay for the course if they have missed more than 25% of the total course. Make up hours are added to a student's clinic internship plus the student's own time completing assignments and taking missed tests and exams on premises at the school. All work must be completed no later than two weeks from the last day of class. Note, hours of make-up work cannot be considered as hours of class attendance for the purpose of calculating grades. Students who do not complete all the requirements herein for make work will be giving a failing grade.

Retest or Make-up Work Fee: A fee of up to \$45.00 per hour is charged to make up missed class work with the instructor. A fee of \$50.00 per hour is charged to make up or repeat a missed written examination or practical.

Leave of Absence Policy

It is important not to miss any class session. While enrolled in school, students may be granted leave of absences (LOA) no longer than 180 days in a 12-month period. All LOAs must be in writing and addressed to the Director. The request must identify a reason for the leave of absence and documentation from an appropriate person or agency supporting the reason should be provided. Any student who expects to miss more than 25% of a class will be encouraged to drop and re-enroll in the future.

Other Policies

- Bicycles are not allowed in the building at any time.
- Pets are not allowed in the building at any time. This does not apply to working animals such as seeing-eye dogs.

Classroom Responsibility

- Students are responsible for cleaning the room after each class. Chairs must be stacked or returned to the chair rack, tables must be properly cleaned, all litter must be cleaned up, and wastebaskets emptied. Students are to sweep/mop around their work areas in the classroom and clinic.
- All drinks must have a secure lid.
- Copy Machine is ONLY for use by the instructors and office personnel. Please ask office personnel where the nearest public copier is located.

Facility Usage

Problems, such as broken or faulty equipment or fixtures, should be reported to the office immediately. Students may not use the Clinic for practice without prior approval by the Director. The school provides tables for classroom use only. Massage tables and equipment are NEVER loaned out to students or others.

Financial Responsibilities

Students have the responsibility to pay for their training as agreed to in the enrollment agreement. While we offer a payment plan for the convenience of the student, we expect students to make payments in a timely manner. Somatherapy Institute accepts some forms of third-party payment, such as rehabilitation programs. Nonetheless, the final responsibility for payment rests with the student. Students who do not make payments in a timely manner will be dropped from the classes in which they enrolled.

Jewelry

We encourage students NOT to wear jewelry to class, especially valuable jewelry. If you do wear jewelry, please put it in a safe and secure place before starting the massage. Somatherapy Institute is not responsible for any lost or stolen items. A limited number of lockable cubbies are available for students who are working their clinic internship each day. Students need to bring their own lock.

Lost and Found

If you find anything, please turn it in to an instructor. If you have lost anything, please ask an instructor if it has been turned in.

Records Retention and Access

In accordance with State Education Code Section 94900-94900.5 The school maintains records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program at the school. The school also maintains, for each student granted a degree or certificate by that institution, permanent records of all the following: (1) The degree or certificate granted and the date on which that degree or certificate was granted. (2) The courses and units on which the certificate or degree was based. (3) The grades earned by the student in each of those courses. Financial and academic records are maintained in the same file. Transcripts are permanently maintained.

Student records will also be retained at the school for at least five years. Students may access their records by applying to the Director who will make an appointment for the student to review or copy records during regular business hours. Records may not be removed from school premises. There is a small charge for copying records.

The school also maintains, on premise, for at least five years, complete and accurate records of the educational programs it has offered and the curriculum for each. The school maintains names and addresses of the members of the faculty and records of the educational qualifications of each member of the faculty.

Responsibility for personal belongings

Any items of value, such as jewelry, computers, etc. should be left at home. Please don't bring more possessions with you to class than will fit under the massage table, to avoid clutter. Students need to supply their own sheets and pillowcases for class; Please put your name and phone number on all your books and equipment. We are not responsible for any lost or stolen items. The school has a limited amount of locker cubbies – Students should bring their own lock and not leave items overnight. The locker cubbies are especially useful when students are working the student clinic.

Student Injury

Somatherapy Institute students are not covered by health or medical insurance or for any injury. Students involved in an injury while in class are required to complete an injury report form and submit it to the instructor within 24 hours of the incident. Forms are available in the office.

Telephones

There are no public telephones at this location. **Cell phone use is prohibited during class.**

Progress Policy

The school's grading system for each class is pass or fail as determined by the instructor.

Progress is evaluated by quizzes, tests, practical exams, class participation, oral reports and the instructor's assessment. When a student's progress is unsatisfactory, the instructor will notify the Director. All effort will be made to assist the student to improve. If, in the instructor's and the Director's opinion, the student is not likely to complete the course successfully, the student will be so notified.

Grading and Graduation Policies

Progress Policy

The school's grading system for each class is Pass/Fail. The grade average required for certifying completion of courses is a minimum average passing grade of 70 for each subject. Progress is evaluated by quizzes, tests, practical exams, class participation, oral reports and the instructor's assessment. When a student's progress is unsatisfactory, the instructor will notify the Director. All effort will be made to assist the student to improve. If, in the instructor's and the Director's opinion, the student is not likely to complete the course successfully, the student will be so notified.

Graduation

Students are awarded a certificate upon the completion of the following:

- Satisfactory completion at a passing grade of 70% or greater of all required classes
- Completion of all required supervised practice
- Satisfactory completion of student clinic internship
- Payment in full for all classes
- Compliance with all policies and procedures

Upon completion of either Program, students will receive a certificate/diploma indicating the program title and hours of completion.

To obtain a passing grade, students who have completed all requirements should notify the office, using the transcript request form available from the school. No student will receive a passing grade until all requirements are met. *See policy on Make-up Work.*

Certificates and transcripts will be mailed within ten business days after the office receives the request.

Conditions for Re-enrollment

Re-enrollment will be approved only after evidence is shown to the Director's satisfaction that the conditions, which caused the interruption for unsatisfactory progress, have been rectified.

Student Services

Bulletin Boards

Bulletin boards are in the facility and contain important information for staff, faculty, and students. Students may place notices on bulletin boards only with permission.

Childcare

This institution does not provide childcare, nor are children allowed in the classrooms.

Counseling

The Director and several instructors are available for professional counseling upon request.

Appointments for such must be made in advanced.

English As A Second Language

Somatherapy Institute does not provide instruction in English as a second language.

Placement Services

Somatherapy Institute has no placement services. Local employers are allowed to post openings on bulletin boards located at the school.

Visa Services

Somatherapy Institute does not provide any type of student visa services, nor does it vouch for the immigration status of any student's relationship with the United States Government.

Student Rights and Complaint Procedures

The student has the right to make suggestions and dialogue directly with school personnel about their class work or program progress. This institution has a procedure for resolution of student grievances. A student has the right to lodge a complaint by communicating in writing to any teacher, administrator or other school personnel. The recipient of the complaint shall transmit it as soon as possible to the Director and shall attempt to resolve complaints related to that person's duties.

The Director will investigate complaints thoroughly, including interviewing all people and reviewing all documents that relate or may potentially relate to the complaint. The Director may reject the complaint or attempt to resolve or, compromise in any reasonable manner, including the payment of a refund. The Director will record a summary of the complaint, its disposition, and the reasons, place a copy of the summary in the student's file and make an appropriate entry in the log of student complaints.

The institution shall, within 10 days of receiving the complaint, provide the student with a written response, including a summary of the institution's investigation and the disposition. If the complaint or relief requested by the student is rejected, the Director will provide the reasons for the rejection.

The student may appeal the Director's decision in writing and resubmit a complaint to the Director. A board, which consists of, the Director, an instructor, and two students will convene as needed.

The student's participation in the complaint procedure and the disposition of a student's complaint shall not limit or waive any of the student's rights or remedies.

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 Website www.bppe.ca.gov

Standards of Conduct and Professional Ethics

Teacher/Student Relationships/Boundaries

The relationship between faculty and student is that of teacher and learner and is essential to the success of the program. Healthy boundaries are crucial to creating a high-quality learning environment. Any actions that would compromise that relationship are forbidden. Dating and sexual relationships between student and faculty, or student and administrative staff, are unethical and have negative consequences including favoritism, unfair treatment of students, breach of confidentiality, and violation of ethical boundaries. Other actions, including the giving of gifts to instructors or administrative staff, or excessive familiarity, although less consequential, may also compromise educational boundaries, and are to be discouraged.

Confidentiality

Ethical and professional standards include confidentiality. Students are expected not to reveal personal information concerning faculty, staff, students, and clinic clients. When discussing clinic clients in appropriate settings, such as the classroom, care must be taken not to reveal a client's name or identity. Breaches of confidentiality are grounds for disciplinary action.

Faculty and staff members must keep confidential personal information regarding students, including grades, academic status, health history, financial status and any other information garnered from any source about students.

Sexual Harassment

It is of utmost importance for the staff and faculty of Somatherapy Institute to provide a safe learning environment. We expect the highest level of professional behavior from our students, staff, and faculty. Any form of sexual harassment or other abusive behavior will not be tolerated. This includes any online and social media postings. Students are strictly advised to avoid posting anything that may be construed as unethical, insensitive or inappropriate. When in doubt do not post. **The following behaviors will be grounds for disciplinary action:**

- Sexual activity on school premises
- Sexual speech or advances in any classroom, therapy setting or in the use of social media or any online forum
- Careless, unethical, or sexual touching of classmates, instructors, or clinic clients' Sexual relationships between students and instructors or students and staff.
- Sexual speech or innuendo in any classroom or clinic setting or online through social media or other forum

Academic Integrity

Academic integrity means not cheating on examinations or homework assignments, not taking credit for another's work, completing work on time and always working at one's fullest potential.

Peaceful Environment

Maintaining a safe and peaceful environment is essential for learning and for growth.

Any of the following actions listed is grounds for disciplinary action:

- Possession of weapons on school premises
- Behavior creating a safety hazard to other persons at school
- Disrespectful behavior to another student, an administrator or faculty member, or any other stated or determined infraction of conduct
- Any form of verbal, physical, or emotional abuse, harassment, intimidation or violence, or threats of violence toward any member of the school community.

Alcohol and Substance Abuse

The following activities are grounds for disciplinary action:

- Somatherapy Institute has a ZERO tolerance policy for use of alcohol, marijuana or any other controlled substance. The use, abuse, bartering, possession, exchange, selling, or distributing of alcohol or controlled substances (illegal drugs) on school premises or at school-related activities is strictly prohibited.
- Students attending school, working in the clinic, engaging in practice sessions or other course requirements while under the influence of alcohol or illegal drugs will be asked to leave immediately and subject to disciplinary action.
- Any member of the Somatherapy Institute community, including students, staff, and faculty, who is observed or reported to have violated this policy, will be immediately removed from the school premises and is subject to dismissal. The Director will notify the student or staff member of any disciplinary action that will be taken, including a warning, probation, or dismissal. Probation will depend upon participation in a drug/alcohol abuse or rehabilitation program. In addition, the school has the responsibility to notify the legal authorities of any violation of the law observed or reported on school premises.

Sale/Endorsement of Products or Services

Students shall not sell, promote, or endorse the purchase of a specific product or professional service in the classroom or clinic. Flyers may be posted on the bulletin boards, subject to approval by the office, as long as any demonstrations and/or sales activities are conducted off school premises.

Professional Appearance: Hygiene Dress Code

Students are expected to be professional in appearance and have good personal hygiene. While we do not require students to wear a uniform, we have certain minimum requirements for dress and hygiene.

The following clothing and hygiene guidelines should be followed:

- Students should be covered with opaque clothing from the clavicle to three quarter's way down to the thigh. Shirts must have short sleeves – armpits always covered. Any and all students may wear scrubs to class as an alternative to the school dress code. Students who are found to consistently violate the school's dress code may be asked and will be encouraged to wear scrubs to fulfill the school dress code. Students wear shoes with non-skid soles and closed toe and heels. Flip-flops, slippers, and backless sandals are not allowed.
- Students should take care to have clean, neatly groomed hair and short, clean fingernails. Students should avoid receiving tattoos or piercings for the duration of their training time for risk of infection.
- Students should take care not to have any offensive odors, including body odor, bad breath, cigarette smoke, perfumes or after shave.
- Students should be aware that others in the school might be allergic to perfumes and other scents. Students are encouraged not to wear jewelry to school.

Guidelines for Draping, Dressing and Undressing, Nudity

- Complete nudity is never permitted at any time in the presence of others, except that same sex students may share the same dressing room.
- Students giving a massage are always fully clothed, including shoes.
- Individual modesty is to be respected at all times.
- Students must use proper draping techniques as demonstrated by their instructors.
- Genital areas and the female breast are to be covered at all times.
- The body should not be completely uncovered at any time in class or clinic. Generally, only the body area being massaged at the time is uncovered.
- In the clinic, the student therapist should instruct the client to undress privately, while the student is out of the room, and to get on the table under the drape before the student therapist returns.

Students Receiving Compensation for Massage

If a student chooses to perform massage or bodywork for compensation without the proper certification and/or permit, he or she should know that this action may result in arrest, a fine, inability of to obtain certification in the future, and other sanctions determined by local authorities. In addition, if a student working without certification becomes the object of a complaint regarding personal injury, inappropriate behavior or unethical practice, such a person is not covered by liability insurance.

CAMTC Law Regarding Unfair Business Practices

Students and graduates are advised to note CAMTC's Law related to unfair business practices as related to massage:

(1) 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.

Probations and Disciplinary Procedures

The Director coordinates disciplinary action. Grounds for disciplinary action:

- Failure to maintain satisfactory academic progress
- Failure to comply with Policies and Procedures outlined in Student Catalog
- Failure to keep payments current

The student's instructor will notify the Director when a student is not in compliance with academic requirements. The Director and instructor will determine whether counseling, an academic warning, probation, suspension, or dismissal is warranted. If dismissal is not warranted, the Director and instructor will determine the conditions under which the student will come back into compliance with academic requirements. This may include re-taking failed courses, modifying the student's schedule, make-up work, special projects/assignments, or additional testing. The goal is not punitive, but to provide an opportunity for the student to successfully complete the program.

Failure to keep payments current

This school is held accountable to the State government for fiduciary responsibility. It is irresponsible and unfair to other students to allow a student to continue taking classes if that student fails to meet his/her financial obligations. The Director and student will discuss the factors that are affecting the student's ability to pay his/her financial obligation and if necessary create a new payment schedule. If the new payment schedule is not adhered to, the Director will initiate disciplinary procedures, up to and including dismissal.

Failure to comply with Policies and Procedures outlined in Student Catalog

A student, instructor, or staff member must submit complaints regarding a student's conduct in writing to the Director. The director will notify the student that a complaint has been made and will give the student a copy of the complaint along with the specific policies that are at issue and potential sanctions. The student may respond to the complaint by submitting a written response to the Director within 5 business days of receiving the complaint.

The Director will investigate the complaint thoroughly, including interviewing all people and reviewing all documents that relate or may potentially relate to the complaint; and decide upon one of the following courses of action: dismiss the complaint, issue a warning to the student, or hold a disciplinary action hearing.

If the Director decides the complaint should be dismissed, The Director will write a letter to the person

who made the complaint. If the Director determines that a warning should be issued, the Director will write a letter to the student that describes the warning and reminds the student that failure to heed the warning will be grounds for further action.

If the Director determines that a disciplinary action hearing should be held, the Director will convene a committee consisting of the director and two faculty members. The hearing shall be held within ten working days of receipt of the student's written response to the complaint. The Director may require that the student discontinue attending classes until and during the hearing.

The hearing committee will review all written documents and schedule a hearing at which time the student may respond to the complaint. The committee shall determine whether the complainant's appearance at the hearing for questioning is required. The committee may also receive any other pertinent oral or written information at the hearing from other person within the school community. All information oral or written reviewed by the committee will be made available to the student for his/her response. The student may submit to the committee documents, information, and/or statements. This student is responsible for arranging the attendance of persons whom he/she wishes to attend as witnesses. The hearing committee may limit the number of persons attending the hearing.

The hearing is not a courtroom proceeding and therefore the rules that govern such proceedings do not apply. The hearing committee shall exercise reasonable control over the inquiry and presentation at the hearing in order to achieve the legitimate purpose of the hearing and to prevent intimidation or harassment of any person, which is contrary to the purpose of the hearing. An advocate may accompany the student at the meeting.

The committee may decide to dismiss the complaint, issue a warning to the student, place the student on probation, suspend or dismiss the student. The committee will notify the student of its decision within 10 working days of the hearing.

The Director will record a summary of the complaint, its disposition, and the reasons, place a copy of the summary in the student's file and make an appropriate entry in the student complaint log.

Probation means that a student may continue in the program for one academic quarter under specific probationary conditions, given to the student in writing by the Director.

Suspension means that a student must discontinue participation in the program for a specific period, indicated to the student in writing by the Director. Reinstatement may be requested in writing to the Director when the suspension period and all conditions of suspension have been met.

Dismissal means that a student must discontinue participation for a period of one calendar year from the date of dismissal.

Probation, suspension, or dismissal may be appealed as follows: Within 10 working days of the disciplinary action, the student must submit to the Director a written request for an appeal, describing the reasons for the appeal. Within 10 working days of receiving the appeal, the Director will convene an appeal committee consisting of two faculty members who have was not involved in the original complaint or hearing. The appeal committee will review all related, written documentation, including the findings of the hearing committee, and will meet with the student to hear the student's concerns. An advocate may accompany the student, and other parties may be requested to attend or send a written statement to the appeal committee. Within five working days of the appeal meeting, the committee will submit to the Director a written recommendation. The committee may recommend that the original decision for disciplinary action be upheld, that a different disciplinary action be taken, that no disciplinary action be taken, or require that there be a full rehearing by the same or a different committee.

Readmission after dismissal

Following a minimum of one year from the date of dismissal, a student must submit a request for readmission in writing to the Director. The Director will notify the student in writing whether the application for readmission has been accepted.

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