School of Holistic Touch, Inc.

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CAMTC #SCH0105

School Catalog

January 2018 – December 2018

TABLE OF CONTENTS

	Page
Mission Statement, Goals and Objectives	4
Class Size	5
Operating Schedule	6
Physical Facilities	6
Bookstore	6
Teaching Philosophy	7
Faculty	8 - 9
Program Description	10
Program Requirements	11
Start and End Dates	12
Class Descriptions	13 -20
Admission Requirements	21
Registration Procedure	19
Student Services	21
Student Records and Transcripts	22
Attendance Requirements	22
Leave of Absence	22
Transferability of Credits	22
Grading Procedures	23
Graduation Requirements	23
Student Conduct	23
Disciplinary Policy	24
Student Complaint Procedure	24
Cancellation Policy	25
Refund Policy	26
Job Placement	26
English-as-a-Second Language	26
California Licensing Requirements	27
Approval Disclosure	27 - 28
Student Tuition Recovery Fund	28-29
Students Performance Fact Sheet	29 - 31

This school catalog is updated annually. Annual updates or updates implemented before the annual date time will be made in supplements or inserts accompanying the catalog.

This school catalog is, at all times, available to prospective students when asked. A catalog is given to every student that enrolls into the school (as required), and asked to review all subjects. We discuss briefly what is offered in the catalog. This catalog can also be found on our website (as required).

Welcome !

The staff of the School of Holistic Touch (SOHT) welcomes you to our campus and a wonderful new career in massage therapy. Whether you are new to the art of massage therapy or have previous training we are certain you will find something new and exciting to enrich your life here at the School of Holistic Touch. Like many others before you, you will discover a new career path that not only enables you to bring stress relief and healing to your clients, but also is an extraordinary path to self-awareness and personal growth.

As massage therapy is becoming more widely recognized and respected as the effective healing modality it is there is a growing demand for well trained, knowledgeable therapists. Our programs and classes offer a wide variety experiences whether you are interested in working in a spa, working with athletes, or in a medical setting.

Mission Statement

Our mission is to provide our students with a solid knowledge base of massage therapy and bodywork in a nurturing, caring environment to insure that our students have every opportunity to develop into well educated, confident, and competent massage therapists.

Goals and Objectives

- To develop students who are skilled manually, yet who have also developed the sensitivity needed to become a successful massage therapist.
- To provide a variety of techniques to help each student discover and develop into a unique massage therapist in support of their interests and objectives.
- To provide students with a supportive atmosphere that encourages personal and professional growth.
- To nurture a foundation of knowledge, confidence, creativity, communication and integrity.
- To instill pride and confidence in the students that they will be able to help guide their clients to a state of health and relaxation.
- To teach the therapist how to create an environment where clients feel safe, listened to, and cared for.
- To offer a well balanced program of techniques, anatomy, philosophy, and business, as well as practical experience.
- To allow our students to reach her or his full potential in a manner and time frame that is best for the individual student.

What sets us apart!

- Students at the School of Holistic Touch are taught by experienced, caring instructors who love sharing their knowledge with others. It is our way of sharing the joy of massage with the world.
- Our programs are offered on an individual class basis. This enables the student to take classes at their own speed (we don't have a time limit for program completion) and offers them more flexibility to develop in the direction that they are most interested in, i.e.: working with athletes, day spa modalities, medical clinics. We offer our students *choice and freedom.* All this done in a caring, nurturing environment.

About our students

Our students range from young people just beginning to enter the professional world to people looking for a new career – one that is hands-on, caring, giving, and rewarding. Many of our students are here for the opportunity to develop personal self-awareness.

Whether you are 18 or 80, male or female, career-minded or just want to give a friend a back rub, the School of Holistic Touch is the right choice.

Our goal is to develop knowledgeable, competent, massage therapists.

Class Size

Class size maximum limit is 14 students for our bodywork classes and 25 students for our lecture classes. Students wanting to enroll in a class that has reached its maximum limit will be put on a waiting list and added to the class as there are openings. A minimum of 4 students is required for a class. In the unlikely event that a class is cancelled due to low enrollment, the students shall receive a complete refund for any money paid for the class including registration fee, or the amount paid will be applied to the next class available if the student so wishes.

Operating Schedule

The School of Holistic Touch is open six days a week as follows:

Office Hours and Store Mon – Thurs 9:00 a.m. to 4:30 p.m.

Classes are held at various times including but not limited to:

Days 9:00 a.m. – 2:00 p.m.

Evenings 6:00 p.m. – 10:00 p.m.

(See schedule of classes addendum for class dates and times)

Physical Facilities

Our school is located at 302 S. Milliken Ave, Suite B Ontario, CA 91761. We are conveniently located in the heart of the Inland Empire south of the I-10 freeway at the Milliken Ave. exit.

The campus is 3800 square feet and has two classrooms, 2 bathrooms, and a supply store. There is a lunch room for our students equipped with a microwave and a refrigerator. There are many restaurants within walking distance. We are in an industrial park with plenty of parking.

Each of the classrooms is fully equipped with professional & massage chairs, desks and chairs, massage tables and private dressing rooms. Students will be provided with equipment that may be required for each class, including but not limited to oil and lotion. The only equipment the student must provide are linens for their personal use during practical class instruction.

All class sessions are held in this address at 302 S. Milliken Ave, Suites A & B, Ontario, CA 91761

Bookstore

The School of Holistic Touch has a well-stocked store where our students may purchase massage supplies and books. Some of the merchandise offered includes massage tables and chairs, a variety of massage oils and lotions, CD's, and books. The bookstore is open during regular office hours.

Teaching Philosophy

The School of Holistic Touch, (SOHT) was founded on the belief that massage therapy is one of the most effective, holistic healing modalities available. Massage therapy has and is continuing to gain the recognition it deserves from the medical community as a healing art.

The staff of SOHT believes that for our students' success they must be knowledgeable in not only massage therapy techniques and anatomy, but also must understand the connection between the body, mind and spirit. You will find our classes to be a balanced blend of the scientific as well as the energetic/holistic sides of massage therapy. Your personal development and relationship skills will be enhanced as well by your educational experience as a student in the course.

The School of Holistic Touch provides a solid base of knowledge ranging from basic massage therapy technique to advanced programs for the professional body worker.

Our instructors are highly qualified and have acquired many years of teaching experience. They are dedicated to the goal of creating skillful, knowledgeable, and caring massage therapists. They make even the most difficult material understandable and easy to learn. The instructors at SOHT recognize that each student is an individual with an individual style of learning. Therefore, they use a variety of teaching methods including visual, auditory, and hands-on techniques.

You will find our program to be exciting and fun whether you are looking for deep tissue, medical massage, sports or relaxation massage.

Our 500 hour Massage Therapist program will prepare students for State of California certification, local municipal exams, the MBLEx.

When you have met and experienced our dedicated, exceptional instructors and staff you will be sure you have made the correct decision in choosing to obtain your massage therapy education at the School of Holistic Touch.

Faculty and Staff

We are very proud of our faculty and staff at the School of Holistic Touch. Each one of them brings many years of professional experience in massage therapy and teaching. They are dedicated professionals who believe that for our students' success they must be knowledgeable in not only massage therapy techniques and anatomy, but also must understand the connection between the body, mind, and spirit. Our instructors recognize that each student is an individual with an individual learning style, therefore, they incorporate all styles of learning into their presentations.

Armando Reyna, HHP

Armando is a certified massage therapist, with over 1,250 hours of massage education. He has been a massage therapy instructor for 17+ years and has been in the massage profession for 20+ years. Armando has been owner and operator of School of Holistic Touch since opening in 2005. He is a retired firefighter who has a genuine compassion for people. Armando finds great satisfaction in introducing the world of massage therapy to his students. He has a patient and gentle manner which makes him perfect for our beginning students and he has knowledge and experience to enrich our continuing students.

Kei Okubo, HHP

Kei has been a student and practitioner of massage work and energy techniques for over 15 years. Her focus is Pranic Healing, Reiki, and Your Hands Can Heal which she teaches several times a year. Her interest in energy work and massage therapy has led her to take courses in India, China, Singapore, Malaysia and many other countries. Kei is very grateful to all of her respected Teachers and finds joy and fulfillment in being able to pass her knowledge to her students in a field devoted to serving others toward the progress of human kind.

Alex Ames, HHP

Alex Ames started at School of Holistic Touch as a student in September of 2008 and completed the school's 500 hour program in April of 2009. She then went on to complete the 1000 hour program in August of the same year. Alex was hired as the administrative assistant for the School of Holistic Touch in January of 2010 and is a great asset to the school and its students. She helps students plan and organize their school schedules and otherwise manages all of the behind-the-scenes, vital handling of student files, transcripts and other paperwork. Since she holds the title of Holistic Health Practitioner, she is a wealth of information for all of the school's students.

Melanie Morales, HHP

Melanie Morales is a graduate of School of Holistic Touch, with over 1,000 hours of education, earning her the title of Holistic Health Practitioner and is a certified massage therapist. She carries an Associates of Arts Degree in Humanities and continues her massage therapy education. Melanie started working in 2004, in the front office of a busy day spa that began her interest in massage. In 2007, she started working as a massage therapist. During her time as a therapist she earned her Associates education, she found a passion for teaching, and found great rewards in helping people to learn and improve one's health. At this time, Melanie is a Certified Massage Therapist with professional skills that are aimed at Thai massage, deep tissue, fibromyalgia, and body mechanics.

Tammy Rose, HHP

Tammy joined us at School of Holistic Touch in 2014 as a student, and completed her 1,000 Hour Holistic Health Practitioner certificate by mid 2015. She is a lead Massage Therapist at a major hotel in the inland empire. Sha has shown her aptitude for massage while assisting instructors in many classes, earning her teaching position. Tammy is a Certified Massage Therapist and continues to take classes to learn more and add to her skills. She has a great passion for Lomi Lomi, Hot Stone, Prenatal, and Infant massages. Her attitude and relationship shows great professionalism in her massage work.

Bonnie Farr, MT & RN

Bonnie Farr has been with School of Holistic Touch since 2012. She is a registered nurse in Calif. and an independent business owner as a massage therapist since 2007. Bonnie is a Certified Massage Therapist with the understanding of the complexities of the human body and brings the school a strong education in Pathology, Anatomy & Physiology, and Business,

Frank Hester, HHP

Frank Hester has been in the massage profession since 2004. He is a Certified Massage Therapist with over 1,000 hours of formal training. He lives and works in the High Dessert where he just opened his own practice. Highly skilled in Myofascial Release and Craniosacral therapy, Frank has a big passion for teaching, with over 20 years of experience with search & rescue teams, San Bernardino Sherriff's department, and basic life support with American Heart Association.

PROGRAMS

The School of Holistic Touch offers two levels of education. Each consecutive program builds on the previous until the student attains the highest level of Holistic Health Practitioner. Each class in the program is offered on an individual basis. This enables our students the opportunity for flexibility as they can proceed through their massage education at their own pace. This is also an advantage for the student who wants to only take classes for personal use as they do not need to register for a long, expensive program. Throughout each of our programs the student will develop personally as well as professionally.

Massage Therapist (MT): 500 hours

Students begin with the Swedish American massage class. Students will learn a one-hour full-body Swedish American massage routine. Also taught are basic anatomy and physiology, massage contraindications, basics of business, and ethics. This class prepares the student for entry level positions at many salons, spas, chiropractic and medical offices (Licensing requirements vary from city to city and between counties).

You will then progress to the advanced classes where you will learn many different massage techniques such as Deep Tissue, Sports Massage, Acupressure and many others. Advanced anatomy, physiology, and pathology for the massage therapist are part of this program as well. See the Program Requirements on the following page for a complete list of classes.

Students completing this program will be eligible to sit for the MBLEx examinations. Upon completion and passing of the MT program our students are eligible to obtain certification through the California Massage Therapy Council (CAMTC). Our students will feel confident and competent to work in a medical clinic or spa atmosphere.

Holistic Health Practitioner (HHP): 1000 hours

Our HHP program is for the most serious massage therapy student. This program will expand and reinforce the knowledge you have received as a Massage Therapist (500 hours program graduate) and consists of a variety of classes to create a well-rounded therapist. In this portion of your education you will be given the opportunity to customize your program by choosing from our elective classes. You may choose to specialize in spa modalities or the sports/medical side of massage. By taking these advanced classes, your body of knowledge will continue to grow and intensify, assuring your later success in the workforce as a qualified and reputable massage therapist.

SCHOOL OF HOLISTIC TOUCH PROGRAM REQUIREMENTS

Massage Therapist
500 hrs

	hrs	(fee)
Swedish American	120	$1075
Anatomy Physiology	48	$475
Structural Kinesiology	60	$450
Business	24	$395
Pathology	28	$395
Deep Tissue Massage	72	$550
Body Mechanics	20	$345
Acupressure	52	$475
Headache Therapies	12	$250
CPR	5	(TBA)
Electives*	59	$1,280
Approx. Total	500	$5,700

Holistic Health Practitioner
1000 hrs

	hrs	(fee)
MT Certificate	500	$5,680
Sports Massage	48	$475
Nutrition	24	$410
Myofascial Release	28	$395
Reflexology	28	$395
Aromatherapy	24	$345
Vital Energy	28	$365
Office Chair Massage	20	$345
Teacher's Assistant	100	N/A
Electives*	200	$3,825
Approx. Total	1000	$12,245

*(Price for elective hours are approximate, depending on which classes are taken)
**All class prices are subject to change

Electives

Lymphatic Drainage	28	$395	Shiatsu/Tuina	20	$325
Hot Stone Massage	20	$345	Fibromyalgia	20	$345
Lomi Lomi	24	$365	Spa Therapies	24	$345
Oncology & Hospital	20	$345	Magnet Therapy	8	$175
Prenatal & Infant Massage	24	$365	Cupping Massage	28	$450
Pranic Healing	20	$410	Craniosacral	28	$395
Adv. Pranic Healing	16	$410	Thai Massage	35	$410

CLASS	HOURS	START DATE			
		AM	PM	WE	Tuition
Acupressure	52	Aug 7 – Sept 11	Jan 23 – March 6	Dec 1 - 22	$475
Adv. Pranic	16			Feb 18 & 19 Aug 5 &12	$325
Anatomy/Physiology	48	Feb 20 -March 22	Oct 2 – Nov 8	June 2 – 17	$475
Aromatherapy	24	July 16 - 30	Dec 3 - 19	March 17 -24	$345
Bodymechanics	20	March 6 - 15	Nov 13 - 29	July 7 – 21 (Sat)	$345
Business	24	Sept 4 - 18	May 1 - 17	Jan 13, 20, 27	$395
Cupping	28	Oct 10 - 29	Jan 18 – Feb 8	June 23 – July 1	$450
Craniosacral Therapy	28	Nov 5 - 21	Feb 5 - 26	July 8 - 29	$395
Deep Tissue	72	Jan11 – March 1	Oct 18 – Dec 20		$550
Fibromyalgia	20	May 7 - 16	Jan 2 - 16	Sept 22 - 29	$345
Headache Therapies	12	June 5- 12	Sept 25, 27	Feb 3&4	$250
Hot Stone	20	April 3 - 12	Aug 14 - 28	Dec 1 – 8	$345
Lomi Lomi	24	Sept 25 – Oct 9	June 4 - 20	Feb 10 - 17	$365
Lymphatic Drainage	28	May 24 – June 28	Sept 17 – Oct 8	Feb 3 - 24	$395
Magnet Therapy	8	April 2	Aug 1	Nov 13	$175
Myofascial Release	28	Oct 23 – Nov 8	July 30 – Aug 20	May 5 - 13	$395
Nutrition	24		March 8 - 27	Aug 4, 11, 18	$345
Office/Chair	20	May 8 - 17	Jan 15 - 29	Nov 11 - 18	$345
Oncology/Hospital	20	Feb 19 – 28 Aug 6 – 15			$345
Pathology	28	Nov 27 – Dec 13	April 3 - 24	Aug 4 – 25 Saturdays	$395
Pranic Healing	20	May 7 - 16	Oct 15 - 29		$410
Prenatal/Infant	24	July 17 - 31	Dec 4 - 20	Jan 7 - 21	$365
Reflexology	28	Nov 26- Dec 12	April 9 - 30	Aug 5 – 26	$395
Shiatsu	20		Sept 4 - 18	March 3, 10, 17	$325
SK/DT Combo	132			June 2 – July 29	$995
Spa Therapies	24	June 11 – July 9	Nov 5 - 21	Jan 6, 13, 20	$345
Sports	48	July 17 – Aug 16		Jan 28 – March 4	$475
Structural Kinesiology	60	Jan 8 – Feb 14	Oct 15 – Dec 10		$450
Swedish American	120	Jan 2 – Feb 12 June 4 – Jul 16 Nov 5 – Dec18	Feb 19 – Ap10 July 23–Sep 12	Apr 7 –May 26 Sep 22 – Nov10	$1075
Thai	35	March 5 - 26	July 10 – Aug7	Nov 3 – 17	$410
Vital Energy	28	Feb 14 – March 5		Sept 8 - 16	$365

CLASS DESCRIPTIONS

ACUPRESSURE

In this class, the students will learn the theory and philosophy of Chinese medicine using Acupressure points. The 14 channels, called meridians are followed through the body, moving energy. The balance of yin and yang, and the association of the 5 elements, with its functions. Hands on techniques are practiced with pressure and location of points.

Required Final: Written test, scoring 70% or better to pass. 52 hours/$475

ADVANCED PRANIC HEALING

Advanced Pranic Healing uses color pranas and chakral techniques to help produce very rapid healing and to help cure difficult ailments

Prerequisite: Pranic Healing

Required Final: Pass or fail at instructor's discretion. 16 hours/$325

ANATOMY AND PHYSIOLOGY

Students will learn the structure and functions of the human body. A discussion of over-all function of the body as well a the effect that different massage techniques ca have on the system of the body. Normal workings of each organ system will be discussed as well as pathology and how this relates to massage therapy.

Required Final: Written test, scoring 70% or better to pass. 48 hours/$475

AROMATHERAPY

This course is an introduction to the use and application of essential oils to be used in a massage therapy practice. It will provide the therapist with the basics of selection and blending of essential oils. Individual oils and their properties as well as how to combine oils for therapeutic effect will be covered.

Required Final: Pass or fail at instructor's discretion. 20 hours/$345

BUSINESS PRACTICE

The fundamentals of starting and operating a massage/bodywork practice will be discussed whether the student wants to work for someone else or start their own practice. Goal setting, how to get started, marketing, record keeping, ethics, current laws and regulations will taught. The students will be required to complete a business project.

Required Final: Written test, scoring 70% or better to pass. 24 hours/$395

BODY MECHANICS

This class is for you, the therapist. The students will learn the terms – Body awareness, ergonomics, and biomechanics. This class is mainly body work and your awareness for keeping you healthy for years to come.

Prerequisite: Swedish American

Required Final: Pass or fail at instructor's discretion. 20 hours/$345

CPR

CPR will be taught twice a year on our campus by a qualified CPR instructor. This is a class in basic first aid procedures and resuscitation technique. Students will receive CPR and First Aid certification cards upon completion of the course.

CRANIOSACRAL THERAPY

Students will learn a continuous oath of Myofascial Release, using therapeutic touch in the connection of the cranium, the sacrum, and dura matter. This is an introduction to anatomy, function, and treatment of craniosacral therapy.

Required Final: Pass or fail at instructor's discretion. 28 hours/$395

DEEP TISSUE

Deep Tissue massage has the effect of breaking down adhesions and chronic muscle tightness. Emphasis is placed on safely applying deep muscle techniques in a manner that will cause very little, if any, discomfort to your clients. Our method of deep tissue technique emphasizes slow, precise movement to increase client relaxation which allows the therapist to reach the deeper musculature. Palpation (touch) techniques will be practiced to better be able to identify and isolate specific areas of muscle tension. Proper biomechanics for the therapist are stressed to avoid fatigue and overuse injuries.

Prerequisite: Swedish Massage, Structural Kinesiology

Required Final: Pass or fail at instructor's discretion. 72 hours/$550

FIBROMYALGIA

Fibromyalgia is fast becoming one of the most common syndromes that massage therapists find in their clients. This class will teach the difference between FM and CFS. Causes, medical treatments and diagnosis methods will be discussed. You will learn a one hour massage using acupressure points and gentle massage techniques that will decrease the pain and calm the nervous system of your clients. Acupressure points, trigger points, nutritional advice, and use of magnets for treatment will also be taught.

Prerequisite: Swedish American

Required Final: Pass or fail at instructor's discretion. 20 hours/$345

HEADACHE THERAPIES

The physical, emotional, and nutritional causes of headaches will be explained. Trigger points, stress, and diet will be discusses as possible causes of this sometimes debilitating problem. Bodywork techniques will be taught that can be effective in helping decrease and eliminate this common complaint of your clients.

Required Final: Pass or fail at instructor's discretion. 12 hours/$250

HOT STONE MASSAGE

This is one of the most popular spa therapies. Warm and cold stones are used to bring about physical healing and mental relaxation. Stones are placed on the body for energy balancing or are used by the therapist for trigger point work. This relaxing treatment is easy to learn and fun to do and provides wonderful relaxation to your clients.

Prerequisite: Swedish Massage

Required Final: Pass or fail at instructor's discretion. 20 hours/$345

HOSPITAL & ONOCLOGY

Hospital Massage will give you the tools you need to set up a protocol for working in the hospital environment. More and more hospitals are beginning to utilize massage therapists. This class will give you the "how to's" of massaging hospitalized patients, charting, universal precautions, infection control, overall adapting to the hospital culture and most importantly: self care. The emotional impact of working with the terminal patient is also discussed.

Prerequisite: Swedish American

Required Final: Pass or fail at instructor's discretion. 20 hours/$345

LOMI LOMI MASSAGE

A Temple Hawaiian style of massage emphasizing long flowing movements to energize and awaken the body. Lomi Lomi uses broad movements of the forearms, hands and elbows. The massage lovingly integrates the hands, body and soul with a higher spirit.

Prerequisite: Swedish Massage

Required Final: Pass or fail at instructor's discretion. 24 hours/$365

LYMPHATIC DRAINAGE

The lymphatic system is the body's drainage system, returning excess fluids, nutrients, and waste products to the circulatory system. A blockage in the lymphatic system or the surgical removal of lymph vessels can lead to swelling and edema. Lymphatic drainage techniques help improve normal lymph flow which can reduce pain and strengthen the immune system.

Required Final: Written test, scoring 70% or better to pass. 28 hours/$395

MAGNET THERAPY

Pain is a universal condition that we all have to deal with at one time or another. Many people do not like taking drugs and seek out alternative therapies. Magnet Therapy utilizes the natural healing energies of the magnetic forces. Magnetism is one of the Earth's oldest natural forms of healing energy. Learning to harness this force to encourage healing can be an important aspect of your therapeutic abilities.

Required Final: Pass or fail at instructor's discretion. 8 hours/$175

CUPPING MASSAGE

Both Traditional Western, and Chinese medicine therapies are taught in this class. Students will learn how to use plastic and glass cups. Students will have an understanding of moving energy and the effects massage cupping has on the circulatory system.

Required Final: Pass or fail at instructor's discretion. 20 hours/$345

MYOFASCIAL RELEASE

This course focuses on how the fascial system reorganizes itself thereby causing pain. A restriction in one area of the body can affect the entire body. You will learn to eliminate the restrictions and adhesions that have been there for many years. Gentle, sustained pressure is used to allow the area to return to its normal movement pattern. Myofascial Release technique also addresses the emotional pattern which may be the root cause of the dysfunction. Myofascial Release is effective in treating neck pain, back pain, fibromyalgia, restricted range of motion, headache, and chronic pain.

Required Final: Pass or fail at instructor's discretion. 28 hours $395

NUTRITION

This course teaches basic nutritional concepts including information about vitamins, minerals, and common nutritional disorders. Food combining, vegetarian diets, and how to assess your diet will also be discussed. This is a common sense approach to nutrition the student can put to use easily. Project required.

Required Final: Pass or fail at instructor's discretion. 24 hours/$345

PATHOLOGY

Pathology is the study of dysfunction and disease in the human body. It is very important for the massage therapist to understand how massage therapy techniques affect each system and to recognize the signs of something serious in your client. This is a semi-independent class and fulfills the 40 hour requirement needed to take the NCTMB exam.

Prerequisite: Anatomy/Physiology

Required Final: Written test, scoring 70% or better to pass. 28 hours/$395

PRENATAL & INFANT MASSAGE

This course emphasizes the complex problem of working with pregnant clientele during each trimester of their pregnancy. Techniques are taught to reduce the discomforts of pregnancy such as back pain and edema. How to help the client through the anxiety and to ease the pain of labor are also taught. Positioning, cautions, and contraindications are discussed.

Infant massage not only creates a strong bond between the parent and the infant but also is a wonderful way to promote the health and well being of infants and children. Touch is vitally important to the growth and development of infants. The nurturing touch of infant massage is an important part of development and weight gain in premature infants as well. You will be able to educate your clients to massage and soothe their babies. Bring a doll to class!

Prerequisite: Swedish Massage

Required Final: Written test, scoring 70% or better to pass. 24 hours/$365

OFFICE CHAIR MASSAGE

Many massage therapists find great success providing office and chair to area businesses. This is a technique that provides stress and tension reduction in the office environment in 10 to 30 minute sessions. Chair massage is also an excellent way to promote your massage therapy business at parties, conferences, fairs, and shopping centers. Swedish techniques, deep tissue, acupressure and tuina techniques are integrated in this clothes-on type of massage.

Required Final: Pass or fail at instructor's discretion. 20 hours/$345

REFLEXOLOGY

Reflexology, not to be confused with massage, is practiced on the feet. Students will learn pressure points on the feet, that present the total body. Discussion of theory, flow of energy, and care and comfort.

Required Final: Pass or fail at instructor's discretion. 28 hours/$395

PRANIC HEALING

Learn to utilize universal healing energy to balance the energy flow in your clients and yourself. Pranic Healing brings balance on a physical, mental, and emotional level. This utilizes the innate intelligence of cosmic energy as it flows through the practitioner into the client to initiate the bodies own ability to heal itself. This is a powerful addition to your toolbox as a health practitioner. .

Required Final: Pass or fail at instructor's discretion. 20 hours /$410

SHIATSU/TUINA

In the practice of learning Shiatsu, the student will learn to help maintain one's health, vitality, and stamina in the body, and discuss the natural universe governed by the 5 elements and the forces of yin and yang. Hands-on bodywork is practiced to learn a 30 – 60 minute massage, pressing of acupressure points, and stretching of the body.

Prerequisite: Acupressure

Required Final: Pass or fail at instructor's discretion. 20 hours/$325

SPA THERAPIES

Spa therapies is a guide for practicing massage therapists who wish to add spa treatments to a private practice or work in the spa industry, Treatments practiced include full body salt scrubs, therapeutic mud wraps, and hand and foot treatments with scrubs and paraffin wax. Emphasis is put on the techniques used in a dry massage room setting, along with not needing expensive equipment.

Required Final: Pass or fail at instructor's discretion. 24 hours/ $345

SPORTS MASSAGE

Sports massage is a very specialized area of massage therapy dealing with professional athletes as well as the weekend athlete. The student will learn pre-event massage, post-event massage as well as stretching and special techniques to improve the athlete's performance. Students will learn PNF and PIR relaxation techniques. Students will be put into practical situations where they need to decide and demonstrate which techniques will be most beneficial for their "athlete".

Prerequisites: Swedish Massage, Structural Kinesiology

Required Final: Written test, scoring 70% or better to pass. 48 hours/$475

STRUCTURAL KINESIOLOGY

An in-depth study of the structure and movement of the musculo-skeletal system. The student will learn the origin, insertion, and action of the muscles and their relationship to the surrounding muscles and body structures. The student will learn how the region above and below the area of complaint impacts the painful region. Our instructors are experts at helping you LEARN and understand, not just memorize this difficult material. You will learn to "see" the muscles with your eyes and hands. This course incorporates lecture and hands-on learning.

Required Final: Written test, scoring 70% or better to pass. 60 hours/$450

STRUCTURAL KINESIOLOGY & DEEP TISSUE MASSAGE COMBO

Please see Structural Kinesiology & Deep Tissue descriptions.

Required Final: Pass or fail at instructor's discretion AND Written test, scoring 70% or better to pass

132 hours/ $995

SWEDISH AMERICAN MASSAGE

This course is the foundation for our Massage Therapist and HHP program. Students will learn a 50 minutes full body Swedish Massage. The basic techniques of Effleurage, Petrissage, Friction, and Percussion will be used. The course also includes the history of massage, basic anatomy and physiology, business and ethics, health and safety, local laws and regulations governing massage therapy.

Required Final: Pass or fail at instructor's discretion AND Written test, scoring 70% or better to pass 120 hours/$1075

TEACHING ASSISTANT

Teaching assistants are HHP Program students who have successfully completed a course and are interested in reviewing the course for a better understanding and to solidify their knowledge. All students are required to finish a specific number of hours, depending on their program, to complete their program and receive their Certificate.

THAI MASSAGE

Traditional Thai massage sessions include rocking, compression and stretching postures using the hands, forearms, elbows, knees and feet in a flowing rhythmic manner. Traditional Thai massage is performed on a firm mat on the floor while the client remains fully clothed in loose flexible attire. Students will learn a complete Thai floor massage as well as how to adapt the massage to a massage table.

Prerequisite: Swedish Massage

Required Final: Pass or fail at instructor's discretion. 35 hours/$410

VITAL ENERGY

This course teaches the therapist to assess and balance the energy flow of the client. Emphasis is given to the cleansing and clearing the charkas to correct energetic imbalances which are the underlying cause of most chronic physical and psychological pain. The therapist will learn to evaluate the condition of the aura, clear stagnant energies, and revitalize with fresh energy. Grounding and self-protection will also be taught.

Required Final: Pass or fail at instructor's discretion. 28 hours/$365

Admission

Prior to enrollment, School of Holistic Touch shall provide a perspective student, either in writing or electronically, with a school catalog.

Applicants to our program are required to have an interview with the Director of Registration prior to acceptance into the program. All application forms and agreements must be complete and fees paid prior to, or on, the first day of class.

To be admitted to our program the student must:

a. be at least 18 years of age
b. be a high school graduate or equivalent
c. be physically able to perform and receive massage therapy
d. have a professional attitude
e. be financially capable to satisfy all costs of the program

Registration Procedure

Students are encouraged to visit the school and discuss their goals with an administrative staff person. Students may enroll any time up to the beginning of the program or class provided the class has not reached its maximum size. All application fees must be paid and forms must be completed and turned in before the beginning of the program. The student must make an appointment with the Director of Registration for a personal interview. The student will be told at the conclusion of the interview whether he/she has been accepted into our program. A telephone interview may be conducted at the discretion of the Director.

This school is unaccredited in which students are not eligible for Federal Financial Aid programs.

Student Services

Academic counseling is available during regular business hours to discuss student progress and class scheduling. Students may arrange with an instructor for help before or after class at the instructors discretion and convenience.

A library of resource books, covering all subjects taught and needed, is available. All students are asked to leave books in campus. Library is open during normal business hours.

This institution does not participate in federal or state financial aid programs. There are no VISA services provided to international students. Classes are taught in the English language only.

Due to the nature of the program at SOHT, the school does not offer, nor have a responsibility to offer, or find housing for students. There are many hotels within three miles of the school with prices starting at approximately $75 per night.

School of Holistic Touch has no dormitory facilities.

Student Records/Transcripts

As per state law, student records are maintained by the administration for at least five years and may be seen by the student by contacting a Director.

Student transcripts will be given to the student, free of charge, upon completion of each program of study, i.e.: Massage Therapist, Holistic Health Practitioner. Completion of the program includes complete payment of all monies owed to the school. Subsequent transcripts are available for a $10.00 fee.

Attendance Requirements

Students are expected to complete 100% of the class hours. Excused absences will be allowed with prior notice in the case of illness, or immediate family emergency at the discretion of the Director. **All missed class time must be made up.** Repeated absences will result in the student advised by the Director and may lead to dismissal from the program.

Students who are more than 10 minutes tardy for class on three occasions will be considered an unexcused absence and may be grounds for advisement from the Director and possible dismissal from the program.

Leave of Absence

A student may request a leave of absence (LOA) for personal, health, or financial reasons. A LOA request must be submitted to the Director in writing. A LOA will be granted for a maximum of one year. A student who fails to return from a LOA on the day scheduled or inform the Director of the reason for not returning, will be considered withdrawn. The student will be notified by the Administrator and given an opportunity to respond. If the student is withdrawn, the standard policy for refunds will apply.

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

The transferability of credits you earn at School of Holistic Touch is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificates you earn in the Massage Therapist or Holistic Health Practitioner program is also at the complete discretion of the institution to which you may seek to transfer. If the certificates 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 School of Holistic Touch to determine if your certificate will transfer.

The School of Holistic Touch does not offer any awards of credit for prior experiential learning. Transfer of class hours from other massage schools may be accepted at director's discretion and only from CAMTC and BPPE approved schools.

School of Holistic Touch has not entered into an articulation or transfer agreement with any other college or university.

Grading Procedures

Students must achieve a minimum of 70% on all written exams, quizzes, and practicum's to pass the class. If the student does not achieve a 70%, a grade of "I" (Incomplete) will be given for the class until the student successfully completes the requirements. If the student does not complete the class successfully within three months of the last day of the class the "I" will become a grade of "0" and the student must repeat the class at a cost equivalent to 50% of the original class tuition. Special circumstances will be taken into account on an individual basis.

Grading Standards:

4.0	90-100%	A
3.0	80-89%	B
2.0	70-79%	C
Below 70%		I

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

Graduation Requirements

To graduate and receive a Certificate of Completion from any and all programs, the student must complete all classes required of the program, pass all written and practical examinations, and turn in any class projects. They must make-up all missed hours and all practice hours must be complete. All tuition and fees must be paid in full.

Students' attitude & participation is a large part of the students' achievement. The staff at School of Holistic Touch will help in any way possible to any student who wants to graduate.

Student Conduct

All students are expected to follow the rules of professional conduct at all times when on campus. The following behaviors may result in immediate dismissal at the discretion of the Director:

- Sexual misconduct of any kind will not be tolerated
- Students under the influence of alcohol or illegal drugs on school premises
- Possession or distribution of alcohol or illegal substances on school premises
- Behavior creating a safety hazard to other students or instructors
- Disrespectful behavior to another student, instructor, or staff member
- Chronic tardiness or absenteeism
- Any other stated or determined infraction of conduct

Disciplinary Policy

Student will be notified in writing of any suspension or disciplinary action and the reason for such action. The notification will also state the length of time of any probationary period which might be given. In the case of student suspension a formal hearing between the student, the directors, and the class instructor, if pertinent, will be held to determine reinstatement. Students will be notified in writing of the results of said hearing, and in the case of permanent dismissal from the school, the reason for such action. A student may appeal the Director's decision. A written appeal must be submitted to the Director within 10 days of the action. The Director shall respond in writing to the appeal within 10 days of receipt. A student who has been dismissed may not reapply for one calendar year.

Student Complaint and Grievance Procedure

Any complaints should first try to be resolved between the student and the instructor. If this fails to resolve the problem, the student may make a formal complaint to the Director. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Bureau for Private Postsecondary Education (BPPE).

THE BUREAU FOR PRIVATE POSTSECONDARY EDUCATION
Toll Free: (888)370-7589
www.bppe.ca.gov/

Students may lodge a grievance pertaining to decisions made on grades, probations, dismissals, etc. Students should first meet with the instructor or director who initiated the decision. If students do not receive satisfactory resolution, they may take additional action as follow:

1. Grievances/appeals of any decisions made by any representative of School of Holistic Touch must be made in writing. The grievance/appeal should include:
a. The nature of the problem
b. The date(s) of occurrence
c. The names of the people involved
d. A brief description of the steps taken thus far
e. Copies of supporting materials
2. The written appeal is to be forwarded to the person next in the chain of appeals:
a. Instructor
b. Director

Cancellation Policy

1. The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.
2. Cancellation shall occur when the student gives **written notice** of cancellation to the institution at the address specified in the agreement. This address appears on the front of this catalog.
3. The written notice of cancellation, if delivered by mail, is effective when deposited in the mail properly addressed with postage prepaid.
4. The written notice of cancellation need not take a particular form and, however expressed, is effective if it indicates the student's desire not to be bound by the agreement.
5. Except as provided in paragraph six (6), if the student cancels the agreement, the student shall have no liability, and the institution shall refund any considerations paid by the student within 30 days after the institution receives notice of the cancellation.
6. If the institution gave the student any equipment, the student shall return the equipment within 10 days following the date of the Notice of Cancellation. If the student fails to return the equipment within this 10 day period, the institution may retain that portion of the considerations paid by the student equal to the documented cost to the institution of the equipment and shall refund the portion of the consideration exceeding the documented cost to the institution of the equipment within 10 days after the period within which the student is required to return the equipment. The student may retain the equipment without further obligation to pay for it.
7. The institution shall advise each student that a notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.
8. The institution shall have a refund policy for the return of unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 50 percent or less of the period of attendance shall be a pro-rata refund.

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

Refund Policy

If a student receives a federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

The student has the right to withdrawal from a course of instruction at any time. The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. School of Holistic Touch will remit a refund by the formula as follows:

The refund shall be calculated on a pro-rata basis, less $50.00 registration fee and the cost of any equipment the student has not returned to the school within 10 days following the student's withdrawal. The date for refund computation purposes is the last date of actual attendance.

Example of Refund Calculation:

Total cost – registration fee X $\frac{\text{hours paid for but not received}}{\text{hours of instruction student paid for}}$ – unreturned equipment = Total refund

Textbooks and other supplies purchased by the student, and not included in the tuition price, that have been opened and/or used are non-refundable.

At the student's discretion, any refund due may be paid to the student or held on account for use towards other courses.

REFUND TABLES

Student is entitled to upon Withdrawal/termination	Refund
Within first 10% of program	90% less registration fee
Completed 10% - 25% of program	75% less registration fee
Completed 25% – 50% of program	50% less registration fee
Completed 75% of program	No Refund

Job Placement

School of Holistic Touch does not have placement service, but doctors, spas, and massage businesses often send notices of employment opportunities to the school. These notices will be posted on the job placement board as we receive them. Students are welcome to look through the notices at any time the office is open.

The school will be glad to provide letters of recommendation to our qualified students for presentation to potential employers.

Graduation from our program in no way guarantees that the student will find employment in the field of massage therapy.

English as a Second Language Instruction

The School of Holistic Touch does not provide English-as-a-second language instruction. Students must be able to understand, speak, and read English.

California Licensing Requirements

Massage therapy licensure is currently not required in the state of California. However, voluntary certification is available. To become a Certified Massage Therapist the student must apply through the California Massage Therapy Council at www.camtc.org.

CAMTC requires a minimum of 500 hours to become a Massage Therapist, of which at least 100 hours are in specified curriculum subjects, all at a single approved school. To become a Certified Massage Therapist 500 hours of massage education must be completed. Specified curriculum subjects include Business with Ethics, Anatomy/Physiology, and Pathology.

If a therapist does not choose to become state certified, approval is achieved through the city in which they will work, following the requirements of that city. Many cities are now requiring State Certification for approval of a business license. Check with the city's Business Licensing Department for requirements.

1. "A STUDENT OR ANY MEMBER OF THE PUBLIC WITH QUESTIONS THAT HAVE NOT BEEN SATISFACTORILY ANSWERED BY THE SCHOOL OR WHO WOULD LIKE TO FILE A COMPLAINT ABOUT THIS SCHOOL MAY CONTACT THE CALIFORNIA MASSAGE THERAPY COUNCIL AT:

   ONE CAPITOL MALL,
   SUITE 320,
   SACRAMENTO, CA 92814,
   WWW.CAMTC.ORG,
   PHONE (916)669-5336, OR FAX (916)669-5337

Approval Disclosure Statement

Pursuant to California Private Postsecondary Education Act 94909 (a)2, the School of Holistic Touch has course approval from the Bureau For Private Postsecondary Education. This approval means that the institution complies with minimum state standards. School of Holistic Touch is a private institutional and that it is approved to operate by The Bureau for Private Postsecondary Education.

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

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at

THE BUREAU FOR PRIVATE POST SECONDARY EDUCATION
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
Mailing Address:
PO Box 980818, West Sacramento, CA 95798-0818
Phone: 916-431-6959 Toll free: 888-370-7589 Fax: 916-263-1897
www.bppe.ca.gov

As a prospective student, you are to receive a school catalog and 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.

This institute does not have a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a petition within the preceding five years. SOHT has not had a petition in bankruptcy filed against it within the preceding five years that has resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11U.S.C. Sec. 1101 et seq.)

Student Tuition Recovery Fund

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

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

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

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

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in residency programs attending certain schools regulated by the Bureau for Postsecondary Education.

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

1. The school closed before the course of instruction was completed.
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 required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.

4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.

5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

However, no claim can be paid to any student without a social security number or a taxpayer identification number. Section 94803, 91877 and 94923 education code.

SCHOOL PERFORMANCE FACT SHEET
CALENDAR YEARS 2015 & 2016
MASSAGE THERAPIST - 500 Hours

On-Time Completion Rates (Graduation Rates)

Includes data for the two calendar year prior to reporting.

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Number of On-time Graduates	On-time Completion Rate
2015	28	14	14	50%
2016	43	43	14	33%

Student's Initials:_____ Date:_____

Initial only after you have had sufficient time to read and understand the information.

150% TABLE OPTIONAL

Students Completing Within 150% of the Published Program Length

Calendar Year	Number of Students who Began Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2015	28	14	N/A	N/A
2016	43	43	21	49

**Included if the program is more than one year in length.

Student's Initials:_____ Date:_____

Initial only after you have had sufficient time to read and understand the information.

Job Placement Rates(includes data for the two calendar years prior to reporting)

"Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2015 and prior graduates."

Calendar Year	Number of Students who Began Program	Number of Graduates	Graduates available for employment	Graduates employed in the field	Placement rate % Employed in the field
2015	28	14	N/A	N/A	N/A
2016	43	14	N/A	N/A	N/A

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training.

Gainfully Employed Categories
Part-time vs. Full-time Employment

Calendar Year	Graduate Employed in the Field 20 – 29 Hours per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2015	N/A	N/A	N/A
2016	N/A	N/A	N/A

Single Position vs. Concurrent Aggregated Position

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2015	N/A	N/A	N/A
2016	N/A	N/A	N/A

Self-Employed / Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2015	N/A	N/A
2016	N/A	N/A

Institutional Employment

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, am Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution	Number of Graduates
2015	N/A	N/A
2016	N/A	N/A

Student's Initials:_____ Date:_____

Initial only after you have had sufficient time to read and understand the information

This program may result in freelance of self-employment.

- The work available to graduates of this program is usually for freelance of self-employment.
- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
- Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills..
- Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.

- Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

Student's Initials:_____ Date:_____

Initial only after you have had sufficient time to read and understand the information

License Examination Passage Rates (includes data for the two calendar years prior to reporting)

This program does not require passage of an examination to be licensed.

Calendar Year	Number of Graduates in Calendar Year	Number of Students Taken Exam	Number who passed First available Exam	Number Who Failed 1st available exam	Passage Rate
2015	14	Unknown	N/A	N/A	N/A
2016	14	Unknown	N/A	N/A	N/A

License examination passage data is not available from the state agency administering the examination. We were unable to collect data from any graduates.

Student's Initials:_____ Date:_____

Initial only after you have had sufficient time to read and understand the information

Cost of Educational Program

Total charges for the program for the students completing on-time in 2016: $6,000. Additional charges may be incurred if the program is not completed on-time.

Student's Initials:_____ Date:_____

Initial only after you have had sufficient time to read and understand the information

Salary and Wage Information (includes data for the two calendar years prior to reporting)

"Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2015 and prior graduates."

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	$20,001 - $25,000	$35,001 - $40,000	$40,001 - $45,000	$45,001 - $50,000	$50,001 - $55,000	No Salary Information Reported
2015	0	Unknown	N/A	N/A	N/A	N/A	N/A	N/A
2016	0	Unknown	N/A	N/A	N/A	N/A	N/A	N/A

A list of sources used to substantiate salary disclosure is available from the school.

Student's Initials:_____ Date:_____

Initial only after you have had sufficient time to read and understand the information

SCHOOL PERFORMANCE FACT SHEET
CALENDAR YEARS 2015 & 2016
Holistic Health Practitioner Program – 1000 Hours

On-Time Completion Rates (Graduation Rates)

Includes data for the two calendar year prior to reporting.

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Number of On-time Graduates	On-time Completion Rate
2015	0	0	0	N/A
2016	0	0	0	N/A

Student's Initials:_____ Date:_____

Initial only after you have had sufficient time to read and understand the information.

150% TABLE OPTIONAL

Students Completing Within 150% of the Published Program Length

Calendar Year	Number of Students who Began Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2015	0	0	N/A	N/A
2016	0	0	N/A	N/A

**Included if the program is more than one year in length.

Student's Initials:_____ Date:_____

Initial only after you have had sufficient time to read and understand the information.

Job Placement Rates(includes data for the two calendar years prior to reporting)

"Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2015 and prior graduates."

Calendar Year	Number of Students who Began Program	Number of Graduates	Graduates available for employment	Graduates employed in the field	Placement rate % Employed in the field
2015	0	0	N/A	N/A	N/A
2016	0	0	N/A	N/A	N/A

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training.

Gainfully Employed Categories

Part-time vs. Full-time Employment

Calendar Year	Graduate Employed in the Field 20 – 29 Hours per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2015	0	0	N/A
2016	0	0	N/A

Single Position vs. Concurrent Aggregated Position

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2015	0	0	N/A
2016	0	0	N/A

Self-Employed / Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2015	0	0
2016	0	0

Institutional Employment

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, am Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution	Number of Graduates
2015	0	0
2016	0	0

Student's Initials:_____ Date:_____

Initial only after you have had sufficient time to read and understand the information

This program may result in freelance of self-employment.

- The work available to graduates of this program is usually for freelance of self-employment.
- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
- Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills..
- Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
- Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

Student's Initials:_____ Date:_____

Initial only after you have had sufficient time to read and understand the information

License Examination Passage Rates (includes data for the two calendar years prior to reporting)

This program does not require passage of an examination to be licensed.

Calendar Year	Number of Graduates in Calendar Year	Number of Students Taken Exam	Number who passed First available Exam	Number Who Failed 1st available exam	Passage Rate
2015	0	Unknown	N/A	N/A	N/A
2016	0	Unknown	N/A	N/A	N/A

License examination passage data is not available from the state agency administering the examination. We were unable to collect data from any graduates.

Student's Initials:_____ Date:_____

Initial only after you have had sufficient time to read and understand the information

Cost of Educational Program

Total charges for the program for the students completing on-time in 2016: $6,000. Additional charges may be incurred if the program is not completed on-time.

Student's Initials:_____ Date:_____

Initial only after you have had sufficient time to read and understand the information

Salary and Wage Information (includes data for the two calendar years prior to reporting)

"Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2015 and prior graduates."

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	$20,001 - $25,000	$35,001 - $40,000	$40,001 - $45,000	$45,001 - $50,000	$50,001 - $55,000	No Salary Information Reported
2015	0	Unknown	N/A	N/A	N/A	N/A	N/A	100%
2016	0	Unknown	N/A	N/A	N/A	N/A	N/A	100%

A list of sources used to substantiate salary disclosure is available from the school.

Student's Initials:_____ Date:_____

Initial only after you have had sufficient time to read and understand the information

Students at School of Holistic Touch are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

Student's Initials:_____ Date:_____

Initial only after you have had sufficient time to read and understand the information

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law. Any

questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

_____

Student Name –Print

_____ _____

Student Signature Date

_____ _____

School Official Date

Definitions

- "Number of Students Who Began the Program" means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
- "Students Available for Graduation" is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- "Number of On-time Graduates" is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- "On-time Completion Rate" is the number of on-time graduates divided by the number of students available for graduation.
- "150% Graduates" is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- "150% Completion Rate" is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- "Graduates Available for Employment" means the number of graduates minus the number of graduates unavailable for employment.
- "Graduates Unavailable for Employment" means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- "Graduates Employed in the Field" means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
- "Placement Rate Employed in the Field" is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- "Number of Graduates Taking Exam" is the number of graduates who took the first available exam in the reported calendar year.
- "First Available Exam Date" is the date for the first available exam after a student completed a program.
- "Passage Rate" is calculated by dividing the number of graduates who passed the exam by the number of

graduates who took the reported
licensing exam.
- "Number Who Passed First Available Exam" is the number of graduates who took and passed the first available
licensing exam after completing the program.
- "Salary" is as reported by graduate or graduate's employer.
- "No Salary Information
Reported" is the number of graduates for whom, after making reasonable attempts, the
school was not able to obtain salary information

STUDENT'S RIGHT TO CANCEL

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

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of our cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to:
The School of Holistic Touch, Inc., 302 South Milliken Avenue, Suite B, Ontario, CA 91761

Date of cancellation will be the date written notice is received.