

DIAMOND LIGHT  
SCHOOL OF MASSAGE AND  
HEALING ARTS

85 Bolinas Road, Fairfax CA

MAILING ADDRESS

P.O. BOX 2110

San Anselmo CALIFORNIA, 94979

Phone (415)454-6651

[www.diamondlight.net](http://www.diamondlight.net)

SCHOOL CATALOG

JANUARY 1-DECEMBER 31, 2020

DIAMOND LIGHT, SCHOOL OF MASSAGE & HEALING ARTS, California, is a private institution and is approved to operate at 85 Bolinas Road in Fairfax, CA by the Bureau for Private Postsecondary Education. Approval to operate means compliance with state standards as set forth in the CEC and 5, CCR

Diamond Light School of Massage & Healing Arts mission is to teach students the art and science of therapeutic massage & bodywork.

We offer the following 4 courses of study with the following learning objectives~

### **Massage Therapy Course**

Course Objective: Students will learn the theory and practice of therapeutic massage. Graduates are qualified to give a complete therapeutic massage, have a basic understanding of anatomy and understand the skills necessary to begin a private massage practice. Education includes lecture, discussion, demonstration and practice.

### **Advanced Bodywork Therapy Course**

Course Objective: Students will become proficient in advanced deep and subtle massage, bodywork and healing techniques, master the understanding of anatomy and increase their skill to the professional level. They will learn ethic and business skills. Education includes lecture, discussion, demonstration and practice.

### **Professional Bodywork Therapy Course**

Course Objective: Students will become proficient in a wide variety of bodywork and healing techniques in the massage therapy field. They will meet the requirements for certification as a Massage Therapist in California and the requirements to sit for the National Certification exam and the MBLEX

### **Energetic Healing Course**

Course Objective: Students will learn the theory and practice of a variety of subtle Energetic Healing techniques and learn to integrate them into a professional healing session. At the end of the course, students will be proficient in Reiki and CranioSacral Therapy protocols and well as have the ability to create subtle healing sessions from the multitude of tools gathered in this course. Education includes lecture, discussion, demonstration and practice.

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 [1747 N. Market BLVD. Ste 225, Sacramento, CA 95834](http://www.bppe.ca.gov) [www.bppe.ca.gov](http://www.bppe.ca.gov), toll free number (888) 370-7589 or fax (916) 263—1897. Catalog is updated annually.

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

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or 916-574-8900 or by completing a complaint form, which can be obtained on the bureau's Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov),

## **School Information**

Classes are held at 85 Bolinas Road in Fairfax, CA Our school is a beautiful large building with a large main studio with hardwood floors, 1 smaller carpeted room, and 2 bathrooms. There is a large parking lot on the premises. Massage tables and supplies, educational charts, textbooks and teaching aides are used for instruction

This institution, the facilities it occupies, and the equipment it utilizes, fully comply with any and all federal, state, and local ordinances and regulations, including those requirements as to fire safety, building safety, and health. Maximum occupancy: 50

Prospective enrollees are encouraged to visit the facility and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. The school currently does not have available sponsored programs, government or otherwise, to provide grants or pay portions of tuition & fees. 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 school does not have any dormitory facilities under its control, nor does it provide any type of housing for students. There are apartments, rooms and shared rentals available within a mile of the school that can be rented for anywhere from \$500 - \$1500 or more per month. The school has no responsibility to find or assist a student in finding housing.

The school does not have a library. Students are given a list of required reading materials and purchase them outside of class. Certain manuals and books are available for purchase in class. Used books are made available to students when possible

The institution does not have pending petition in bankruptcy, nor is it operating as a debtor in possession, It has not filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

## **Enrollment Requirements**

A. Students may enroll any time during the period beginning 3 months prior to the start of classes and ending after the first week of classes. Students enrolling after classes have begun must make arrangements to receive missed material.

B. There are no prerequisites for enrollment. However, students should be in good physical health and able to speak and understand English. This institution does not provide English as a second language instruction.

All classes are taught in English and students must be proficient in conversational English to enroll in our programs. Students must have the ability to fluently speak, understand and read English. Non native English speakers are required to demonstrate their comprehension of English in an admissions interview. No English language services or ELS instruction is provided

The school does not award credit for prior experiential learning The school does not offer visa services nor vouchers of student status for international students. The school does not offer distance learning.

### **Attendance Policy**

Students are expected to attend classes as scheduled as they would be expected to be present for work. Unexcused absences and tardiness will be recorded.

Extreme tardiness (more than 1/2 hour late) will be counted as an absence for that class. Students failing to maintain satisfactory attendance will be counseled by the administrator. If attendance fails to improve, the student may be denied Certification of Completion until they can arrange to satisfactorily demonstrate proficiency of the material missed. Highly excessive absence (more than 25% of classroom hours missed) without a valid excuse may be cause for dismissal. Students may arrange to make up work missed due to absence by meeting outside of class with other students, by arranging a private meeting with the instructor (at an additional fee), or by attending the missed class in a subsequent training. Students having been absent are responsible for material covered during the session(s) missed.

### **Leave of Absence Policy:**

Students may take a leave of absence and resume class within three years with no penalty. After three years, previous class time is forfeited and the student must begin the program again.

### **Progress / Grading System:**

Each student will be graded complete or incomplete for each subject in the course outline. Each student must receive a "complete" in each subject before they can receive their Certificate of Completion.

Students making unsatisfactory progress must

repeat class work until they can earn a "complete" grade for that class work. All students are evaluated for achievement with a practical exam at the conclusion of each subject module. A passing grade must be awarded by the instructor in this exam to receive credit for the class

### **Student Conduct**

At the discretion of the school administration, a student may be dismissed from school or placed on probation for serious incident or repeated incident of intoxicated or drugged state of behavior, possession of drugs or alcohol on school premises, possession of weapons on school premises, behavior creating a safety hazard to other persons at school, disobedient or disrespectful behavior to other students, administrator, or faculty member, or any other stated or determined infraction of conduct.

### **Employment**

This school will provide instruction and suggestions in finding employment and any vacancies in the field will be made known to students. However, the school provides no placement assistance nor can it guarantee employment.

**Records Retention** Enrollees are advised and cautioned that state law requires this educational institution to maintain school and student records for only a five year period. Transcripts are maintained permanently.

### **Financial Aid**

The school does not participate in federal or state financial aid programs. 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. If a student receives federal financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds.

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

The transferability of credits you earn at Diamond Light School of Massage & Healing Arts is at the complete discretion of an institution to which you might seek to transfer. Acceptance of the certificate you earn in (program name) is also at the complete discretion of an institution to which you might seek to transfer. If the credits or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some 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 seek to transfer after attending Diamond Light School of Massage & Healing Arts to determine if your credits or certificate will transfer. Diamond Light School of Massage & Healing Arts has not entered into any articulation or transfer agreement with any other school, college or university

**Requirements for Certification/ Licensure of Massage Therapists in CA** Requirements to practice massage therapy in California differ from county to county, with some counties requiring certification by the California Massage Therapy Council, (CAMTC) wherein other jurisdictions certification is optional. Certification by the CAMTC supersedes local requirements

To be eligible for certification as a massage therapist by the CAMTC requires 500 hours of classroom training by a CAMTC approved school, passing the MBLEX exam and submitting an application to the CAMTC, which includes live scan finger printing and background check. Graduates of this institution's 500 hour program are eligible to apply for CAMTC certification and sit for the MBLEX exam Neither this institution or any of its programs are accredited by an accrediting agency recognized by the United States Department of Education. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs This institution does not offer degree programs.

### Course Information

**Course Title: Professional Bodywork Therapist - Prepares graduates for Massage Therapist career- Us Dept of Labor Classification code 31-9011**

Course Length : 500 hours Class size: 6-24 students

**Course Objective:** Students will learn the theory and practice of a variety of therapeutic massage techniques to qualify them to enter the field as professional Massage Therapists with a wide range of skill and abilities, Included all classes listed below in the subject descriptions section.

Total Charges: \$10,200 -

\$5100 per semester of attendance, Monthly Payment plans of \$1000 per month available

#### **Course Content:**

A- 322 hours Massage Techniques Including ~All Modalities listed below

B- 50 hours -Business, Hygiene, Health and Ethics

C - 141 hours - Anatomy, Physiology

### **Course Title: Advanced Bodywork Therapist**

Course Length : 250 hours Class size: 12-20 students

**Course Objective:** Students will learn the theory and practice of a variety of therapeutic massage. techniques to qualify them to demonstrate a wide range of skill and abilities. These hours may be applied toward CAMTC certification. An additional 250 hour of training is required for CAMTC certification

Students may chose 250 hours worth of classes from all the subjects we offer

#### **Course Content:**

A- 125 hours Massage Techniques- theory, assessment and application of basic Massage Techniques

B - 125 hours Anatomy, Physiology Kinesiology, Pathology , Business and Ethics

Total Charges: \$4250 for 1 semester (3 months) Monthly payment plans of \$1000 per month available

**Course Title: Massage Therapy Course –**

Course Length : 100 hours Class size: 6- 10 students

includes Massage Essentials, Body Mechanics, Reflexology,

Course objective: Students will learn to perform a basic professional full body massage sequence, gain a working understanding of structural anatomy and learn proper body mechanics. Total Charges

Total Charges \$2025 for 2 month course. \$1000 due per month

**Course Title: Energetic Healing Certification**

Course Length : 100 hours Class size: 6- 10 students

Healing, Meditation & Energy Principles, Silent Meditation Retreat

**Course Objective:**

Students will learn the theory and practice of a variety of subtle Energetic Healing techniques and learn to integrate them into a professional healing session. At the end of the course, students will be proficient in Reiki & CranioSacral Therapy protocols and have the ability to create subtle healing sessions from the of tools gathered in this course. Education includes lecture, discussion, demonstration and practice.

**Course Content-** CranioSacral Therapy, Reiki, Advanced Meditation and Energy, Meditation & Energetic Principles. Retreat

Total Charges : \$1995 for 1 semester, payable class by class over semester

**Subject Descriptions****Massage Therapy Course ~ 44 Hours**

This hands on Massage Therapy course will take you through a step by step full body massage sequence, enabling you to perform a professional level massage therapy treatment focusing on common problem areas, while teaching you basic principles applicable to all bodywork techniques. Suitable for complete beginners as well as advanced students wanting to add to their repertoire of techniques, this class will provide you with a vast array of massage therapy tools. Appropriate for those planning to practice professionally as well as anyone interested in learning to give a great massage.

**Meditation & Energy Principles ~ 8 Hours**

Learn meditative healing principles & practices to explore, balance and transform your energy system. Discover the subtle energetic dimension of healing while cultivating the inner qualities of grounded presence, energetic awareness, intuition and compassion that complement all healing techniques.

**Meditation & Energetic Healing ~ 15 Hours**

Journey deeply into the spiritual/energetic dimensions of healing. Explore a variety of traditional and innovative meditation and hands on healing techniques designed to catalyze and accelerate profound inner transformation.

**Practical Anatomy ~ 12 Hours**

Expand and deepen your understanding of structural anatomy. Class includes detailed, systematic review of names, location, palpation and function of muscles and bones, and review of anatomical terminology.

**Deep Swedish Massage~ 7 Hours**

Bring your relaxation massage to a new, more effective level by integrating deep tissue/ structural integration techniques into your basic massage. This class will emphasize the use of knuckles, forearms and elbows to address chronic tightness throughout the body.

**PreNatal Massage ~ 5 Hours**

This class will give you the tools necessary to work with female clients in various stages of pregnancy. A nurturing relaxation massage sequence, utilizing various side lying positions, will be taught and the

specific needs of pregnant clients will be addressed. You will also learn to maintain flow and proper body mechanics while your client frequently changes position as is common during pregnancy.

### **Sound Healing ~ 5 Hours**

Learn to use vocal and instrumental Sound Healing techniques, as well as toning and meditation to facilitate multi-dimensional healing and expanded states of awareness in yourself and others. Explore the transformational power of Sound and it's effectiveness as a healing modality.

### **Deep Tissue Massage ~ 42 Hours**

Learn Deep Tissue Massage techniques specifically designed to release the core patterns underlying chronic structural tension. Master strokes and strategies to work deeply and effectively in common problem areas without strain. In depth study of Anatomy is included.

### **Business for Massage Therapists ~ 6 Hours**

Learn the skills necessary to create a successful career as a Massage Therapist. This class will provide information and guidance to help you navigate the various aspects of the massage therapy business. Topics covered include employment opportunities, establishing and running a private practice, advertising and promotion, leasing an office, insurance and legal issues, business ethics, social media, professional protocols, resumes, interviewing, record and book keeping, business plans and more.

### **Ethics for Massage Therapists ~ 6 Hours**

In this class you will learn to professionally navigate the various ethical issues inherent in the therapeutic relationship. Topics covered include transference & counter transference, professional boundaries, sexual issues, dual relationships, informed consent, scope of practice and much more. This class fulfills the Ethics class requirement for certification as a Massage Therapist

### **Thai Massage ~ 17 Hours**

Rooted in Ayurvedic, Yogic and Buddhist traditions, Thai massage utilizes gentle rocking, stretching and rhythmic acupressure to deeply open, relax and invigorate the body. It increases range of motion and has a profound and unique healing effect on the recipient.

### **Massage Essentials ~ 39 Hours**

Learn to perform an integrative blend of Swedish effleurage, friction, rocking, trigger points and acupressure techniques, culminating in a masterful full body massage. Focus on specific problem areas while cultivating the ability to discern the perfect depth of pressure. Dana shares her immense knowledge of the body in a way that is easily accessible for all levels of student and professional.

### **Reflexology ~ 13 Hours**

Foot Reflexology is a systemized approach to working the entire body through specific points in the foot. Foot Reflexology invokes deep relaxation and promotes healing in the muscles and organs. The modality is a wonderful addition to any bodywork treatment or can be practiced as a separate modality in situations where full body massage is not indicated. Dana learned Reflexology from her grandmother as a teenager and she brings a deep wisdom and understanding to her teaching.

### **Body Mechanics ~ 9 Hours**

Appropriate body alignment and the skilled use of your own body is crucial to both performing effective work on your client and insuring your longevity as a practitioner. This class will teach you to use your fists, forearms and elbows to work smarter rather than harder to insure a safe and injury free career. This class will facilitate a quantum improvement in the ease and quality of your work.

**Hot Stone Massage ~ 17 Hours**

Learn to utilize powerful hot and cool stone massage techniques in conjunction with Swedish and Deep Tissue Massage. Hot Stone Massage releases tension, accelerates healing, increases circulation and allows you to work deeply with minimum effort.

**Myofascial Release ~ 16 Hours**

Myofascial Release is a gentle yet profoundly powerful bodywork technique for resolving pain and restriction of motion in the body. Learn how to detect and release fascial adhesions that are often the cause of chronic pain and tension that does not respond to other forms of massage.

**Cranio-Sacral Therapy ~ 28 Hours**

Cranio-sacral Therapy consists of gentle, hands-on techniques to address the restrictions that impede the balanced functioning of the cranio-sacral system. Craniosacral Therapy promotes the circulation of cerebral spinal fluid (CSF) in the cranium and the spine, positively influencing the central nervous system, which plays a vital role in every aspect of life.

**Advanced Neck Work ~ 12 Hours**

Deepen your understanding and ability to work effectively and safely with the complex system of the neck. In this class you will exponentially expand your comfort level with neck work and learn release techniques to address both superficial and deep structure of the neck.

**Reiki Certification ~ 15 Hours**

Reiki is a gentle hands on healing technique that helps restore the body to its natural state of balance while harmonizing the physical, emotional and spiritual aspects of the recipient

**Tui -Na ~ 12 Hours**

Tui - Na (pronounced “tway-na”) is a Chinese medical massage style used to treat injuries, joint and muscle complaints and chronic stress-related disorders of the digestive, respiratory, circulatory, and reproductive systems. Tui - Na makes use of rhythmic compression along the energy channels of the body as well as traction, kneading, pulling, rolling, pressing, shaking and manipulation techniques to stimulate the acupressure points and establish a harmonious flow of energy throughout the body. Tui Na acts to reduce pain, stimulate the immune system, and generate a deep sense of relaxation.

**NeuroMuscular Therapy ~ 28 Hours**

Neuromuscular therapy is a comprehensive approach to soft tissue manipulation that consists of alternating levels of concentrated pressure on the areas of muscle spasm. Also known as Trigger Point Release, it is widely recognized as one of the most effective techniques for alleviating pain due to soft tissue imbalance or injury. This class will teach you a variety of treatment protocols for addressing specific common conditions and dramatically increase your effectiveness in working with soft tissue dysfunction, pain and injuries.

**Anatomy, Physiology, Pathology, Kinesiology & Assessment ~ 42 Hours**

This class will cover organization of a massage session, visual, written and range of motion assessment and treatment planning; basic study of anatomy and physiology relevant to massage therapy; concepts of movement and joint, tendon and muscle function; medical terminology and common pathologies. This class is designed to cover the subjects required to prepare you for the MBLEx exam as well as provide a solid foundation of understanding of the body necessary for effective massage therapy.



### **Silent Meditation Retreat ~ 30 Hours**

At Diamond Light we recognize the value of spiritual practice and retreat as an indispensable component in the development of a seasoned healer. In an atmosphere of silence, solitude, meditation and healing, we will engage in a variety of intensive and ecstatic practices designed to free us from our habitual constrictions of identity, enabling us to merge with the Infinite and then re-emerge and resculpt our personal selves to more effectively serve our highest purpose.

### **Hospice Massage 13- Hours**

The goal of this class is to provide students with an understanding of the special tactile needs of dying persons and to present skills, techniques and personal practices for adapting touch and massage into a dying person's care. These skills and practices will assist practitioners to provide a safe and effective touch session throughout a client's dying process; cultivate an understanding of serving as a member of a health care team; achieve more physical comfort at the bedside and clarify feelings concerning death, dying and grief. These teachings may also be incorporated into most bodywork modalities

### **Chair Massage**

This class will incorporate strokes from a variety of modalities including Swedish, Acupressure and Deep Tissue massage to create a powerfully effective chair massage sequence that will enable you to work with clients in a wide variety of onsite settings. Performed with the client fully clothed, chair massage makes massage therapy accessible to many people who might not be comfortable with a table massage, thereby broadening your potential clientele

### **Instructors:**

**Vajra Matusow, MA, CMT.** has over 40 years of experience practicing and teaching bodywork and healing. She has a Masters Degree in Somatic Psychology and is a licensed minister. She is the Founding Director of Diamond Light and has been the primary instructor since 1987.

**Larry Munn** has practiced bodywork since 2001, with a private practice in Berkeley and San Rafael. Larry specializes in NeuroMuscular Reprogramming and Advanced Soft and Deep Tissue protocols in his private practice. He is a well known and sought after anatomy instructor in Northern California. Larry teaches a broad range of Anatomy, Physiology, Pathology, Palpation, Kinesiology, Assessment and Exam Prep classes.

**Kevin Bashir Cates, LAc** is a Reiki teacher, licensed Acupuncturist, body worker and Sound Healer who blends 35 years of musical experience with ongoing exploration into the transformational potential of vocal and instrumental sound. He has been a Reiki Master and teacher for over 20 years and a sound healer all his life. His specialty is in using sound healing, Reiki and subtle energy awareness to catalyze physical, emotional and spiritual expansion and healing.

**Patricia Nuovo, LMT**, was formerly a stockbroker and excelled in the financial world. She co-founded a holistic wellness center where she taught business ethics and abundance for 15 years. Patty is a Naturopath, massage therapist, business ethics coach, seminar leader and author of the eBooks: Soul Accounting: The Power of Money and Emotions and Solving the Riddle of the Money Mind. Patty teaches business, ethics and abundance across the US and Canada

**Graham Quigley MS, L.AC, Dipl. O.M.** has studied Chinese Medicine and Asian Bodywork since 2000. He received his Masters in Traditional Chinese Medicine from the Academy of Chinese Culture & Health Sciences. Graham also teaches at the Acupuncture & Integrative Medicine College in

Berkeley, at ACCHS in Oakland and at Five Branches University in San Jose. He maintains a private practice in Oakland where he offers Tui Na, Acupuncture and Herbology.

**Dana Rose Arevalo, MBW, CMP**, is a third generation healer. Her grandmother was a massage therapist and infused in her a sense of trust and healing that sets the tone in her practice and her warm and supportive teaching style. Dana has studied and teaches a wide variety of modalities including Myofascial Release, NMR, Advanced Neck Work, Acupressure and more. She has been in private practice since 1987 and teaching since 1995.

**Devon Carter CMT** has 35+ years experience in Mind/Body/Spirit integration both as a teacher and in private practice. Devon has a BA in Dance and is a graduate of the Massage Institute, the Acupressure Institute, the Milne Institute, the Upledger Institute, the Deep Coaching Institute and the Leadership Embodiment Institute. Her vision is to encourage positive change through inspiring others to embody their souls purpose and manifest it in the world.

**Ruben Rocha**, has provided on-site chair massage for corporate clients throughout Marin County for many years and currently manages the Chair Massage booth at Elephant Pharmacy and maintains a private massage practice

**Tim Holt, CMT**, became certified in massage in 1987. Tim teaches Deep Tissue Massage and maintains a private bodywork practice that focuses on injury rehabilitation utilizing Deep Tissue techniques from orthopedic, sports and restorative massage modalities as well as a specializing in Shiatsu and Thai Massage. He has lived, studied and practiced bodywork in Thailand and Japan. Tim is among the most experienced and highly respected massage instructors in the Bay Area.

## **CANCELLATION & REFUND POLICY FOR TUITION AND OTHER FEES**

### **CANCELLATION :**

A Student may terminate enrollment in person or by mailing such notice by Certified Mail. The effective date of cancellation is the date postmarked. Any refunds due will be made by the school within 30 days. The school's refund policy is described below and in the enrollment agreement. 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

### **NOTICE OF STUDENT RIGHTS:**

At the end of the cancellation period you also have the right to stop school at any time and you have the right to receive a refund for the part of the course not taken. If you have lost your contract, ask the school for a copy of the refund policy. See refund policy If the school closes before you graduate, you may be entitled to a refund Contact the:

Bureau for Private Postsecondary and Vocational Education

**P.O. Box 980818 West Sacramento, CA. 95798-0818**

### **REFUND INFORMATION**

The student has a right to a full refund of all charges less the amount of \$100.00 for the registration fee if he/she cancels this agreement prior to or on the first day of instruction. or the 7th day after enrollment, whichever is later. In addition, the student may withdraw from a course after instruction has started a receive a pro rata refund for the unused portion of tuition and other refundable charges if he/she has completed less than 60% of the course. For example, if the student completes only 30 hours of a 100 hour course, and paid \$1,000.00 for tuition, the student would receive a refund of \$700.00. Refunds will be paid within 30 days of withdrawal.

## . Student Tuition Recovery Fund Disclosures.

(a) A qualifying institution shall include the following statement on both its enrollment agreement and school catalog:

“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 95834 (916) 431-6959 or (888) 370-7589. To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.”

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

## **STUDENT COMPLAINT PROCEDURE/**

A student may lodge a complaint by communicating orally or in writing to any teacher or administrator. The recipient of the complaint shall transmit it as soon as possible to the person authorized to resolve complaints and shall attempt to resolve complaints related to that persons duty.

If a student submits a complaint in writing the school will within 10 days respond to the complaint. The response will include a summary of the school's investigation and disposition of the complaint, and if the complaint or relief requested by the student is rejected, the reason for the rejection.

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action should be made to the President/administrator Vajra Matusow.

If the complaint is not resolved to the satisfaction of the student they may contact the BPPE  
A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (insert toll-free telephone number) or by completing a complaint form, which can be obtained on the bureau's internet Web site (insert internet Web site address) ."

Toll-free telephone #: (888) 370-7589 or 916-574-8900 Web site Address: [www.bppe.ca.gov](http://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 contact information provided above

Bureau for Private Postsecondary Education

1747 N. Market BLVD. Ste 225, Sacramento, CA 95834

PO Box 980818, West Sacramento, CA 95798-0818

[www.bppe.ca.gov](http://www.bppe.ca.gov), toll free number (888) 370-7589 or 916-574-8900

or fax (916) 263—1897

## **Students Services**

The school director is available by phone or email during business hours to help students with whatever guidance and support they need to progress through the program. The school maintains an online bulletin board for students and graduates of massage therapy jobs and employment opportunities, office space for rent, equipments for sale as well as to provide information about changes in the field of massage therapy and legislative updates relevant to massage therapists.