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Massage Center](#)



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

*Email: [Jessica@asmt.net](mailto:Jessica@asmt.net)  
Phone / Text 805-791-1561  
[www.ASMT.net](http://www.ASMT.net)*



*ACCREDITATIONS AND ASSOCIATIONS  
American Massage Therapy Association Council of Schools Member (AMTA)  
Associated Bodywork & Massage Professionals (ABMP)  
CAMTC Certified School # SCH0009*

Licensed to operate by the California State Bureau for Private Postsecondary Education

Catalog valid from 01/01/2025 ~ 12/31/2025 Catalog updated every 12 month

*One of the greatest benefits to a career in massage therapy is the ability to AFFECT and CHANGE the quality of another person's life while IMPROVING YOUR QUALITY OF LIFE.*

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

### **WHY OUR SCHOOL?**

*I was born and raised in Denmark, where massage therapy has been a part of life and accepted for many years. I understand the need that everyone has for massage. With over 30+ years experience as a successful Chiropractor, I have a passion to teach the wonders of massage therapy and the various modalities of the healing arts.*

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

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

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

*I have designed the course for someone just like **YOU** to complete your personal goal of entering the massage therapy industry within 6 months.*

*Through the extensive knowledge of our faculty, you will gain intellectual knowledge that will make you a successful therapist. You will also gain an in-depth knowledge of the body and be able to develop the skills necessary for you to become a successful massage therapist and be employed as such, in our community.*

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

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

# 2025

*550 Hour “Silver” Massage Therapist Program*



*We want YOU to come join us!*

*Call or Text 805-791-1561*

*Or Email our Manager*

*[Jessica@asmt.net](mailto:Jessica@asmt.net)*

*Find out when our next class starts*

## *Massage Center Thousand Oaks*



*All class classes / sessions will be held at our school which is located at 171 Thousand Oaks Blvd. #206 in Thousand Oaks, CA 91360. We are an intimate school that was established in 1997.*

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

*Registration for classes can be done in person or over the phone with a credit card. The 1000 sq. ft classroom is equipped with massage tables of*

*varying heights. Massage lotion will be provided to students by the school. Handouts are provided to the students for the Massage portion of instruction, A&P textbooks are checked out during the A&P portion of instruction. Lecture is done via a transparency overhead and written on the white board and videos.*

*The school does not provide English-as-a-second language classes, nor do we accept students who do not speak English. All instruction is taught in English ONLY. Students must be able to read, write and understand English without the aid of an interpreter. No English language services are provided.*

*You must be able to write and read a minimum 250 word essay in order to demonstrate that you have proficient knowledge of the English language. During the admission process you will be asked to write and read back to us a small essay stating why you want to become a massage therapist. The Massage Center is a private institution and is licensed to operate by the Bureau for Private Postsecondary Education. This means that the school meets the minimum state standards and does not imply any endorsement or recommendation by the state or by the Bureau.*

*Massage Center is a private institution that is licensed to operate by the Bureau for Private Postsecondary Education.*

*Massage Center has a Satellite location located at 21740 Devonshire Street, Chatsworth, CA 91311. This is the Chiropractic office of Dr. Helle Leap where it is possible for students to get hands on practice working in a chiropractic office. The office has 2 private rooms both equipped with adjustable massage tables. Massage lotion, bolsters & pillows will be provided. You will need to bring your own sheets.*

# 550 Hour “Silver” Massage Therapist Program

*Our 550 Hour course provides you with a solid foundation for becoming a successful Massage Therapist. We have just the right combination of “Basic Training” where you will learn Anatomy & Physiology along with Swedish Massage skills. This gives you a solid base knowledge that you can build on. You will also learn anatomy / physiology both lab and theory along with contraindications, pathology, skin disorders, health and hygiene. Once ready, you start taking our Advanced Elective Classes. The elective classes are not merely lectures about or introductions to a new modality, but rather complete stand-alone courses themselves. Most massage programs have a “one*



*size fits all” standard curriculum that every student follows to completion. A midterm and a hands-on practical final exam will be given. There are no tests given in the clinic. Each Elective class has its own open book comprehensive exam. These original documents are held in the student files.*

*We offer many different elective classes for you to choose at convenient times. These courses offer a very advanced level of specialized education taught by experienced instructors.*

*The elective portion of classes requires each student to take 230 hours total. You will also gain practical experience where you get to practice what you learned at our Student Massage Center. You are also able to do an Internship at our Satellite location as part of your Clinical Studies requirement. No Externship is required nor allowed.*

*The 550 hour Program meets and exceeds the requirements of the California State Massage Therapist license from CAMTC (California Massage Therapy Council)*

*This course prepares the graduate for employment in United States Department of Labor Standard Occupational Classification code 31-9011.*

*Mission: Prepare Therapeutic Massage graduates for employment in accordance with the California State regulations.*

*Objective: To provide quality education to adults in the Conejo Valley and surrounding communities, who wish to pursue a career in the profession of massage.*

*Purpose: To provide the graduate with the skills, knowledge and confidence to give a therapeutic massage to a client with the possibility of incorporating one or more of the techniques learned in his or her choice of Elective classes.*

*Upon completion of this course students will receive both a certificate of completion and a transcript for “Silver” Massage Therapist.*

# 550 Hour “Silver” Massage Therapist Program Breakdown

<i>Anatomy / Physiology Theory. Page 5</i>	<i>60 hours</i>
<i>Anatomy / Physiology Lab. Page 5</i>	<i>20 hours</i>
<i>Swedish Massage. Page 5</i>	<i>30 hours</i>
<i>Contraindications / Pathology / Skin Disorders. Page 5</i>	<i>35 hours</i>
<i>Health / Hygiene. Page 5</i>	<i>20 hours</i>
<i>Ethics / Laws (Required) Page 9</i>	<i>10 hours</i>
<i>Business Practice (Required) Page 11</i>	<i>16 hours</i>
<i>Medical Terminology (Required) Page 14</i>	<i>4 hours</i>
<i>Elective Classes (Workshops listed pg 9-15)</i>	<i>230 hours</i>
<i>Clinical Studies (Hands-On Experience)</i>	<i>125 hours</i>
<b>Total</b>	<b>550 hours</b>

### **Requirements for graduation and certification**

- ❖ **Satisfactory attendance of 550 clock hours.**
- ❖ **Completion of 125 hours of Clinical Experience.**
- ❖ **Completion of all required classes.**
- ❖ **70% passing grade on all exams.**

## *Admission Requirements*

To apply for admissions at Massage Center, students must be 18 years or older and must be able to provide a government issued ID. A copy of your ID will be kept in your student file. You must also have a gmail account in order for us to share pertinent documents with you.

You must schedule a personal interview. The interview will take place at our facility and includes a full tour of our classroom and clinic. During the admission process you will be asked to write and read back to us a small essay stating why you want to become a massage therapist, in order to demonstrate that you have proficient knowledge of the English language.

Acceptance to the school will be determined based on the applicants written essay and personal interview with the Manager / Admissions Representative of the school.

Successful applicants must demonstrate the ability to fulfill program requirements as <sup>6</sup> determined through the interview process.

# Tuition & Fees

## 550 Hour “Silver” Massage Therapist Program



### **Total charges for the program**

*Paid in full: \$6,200\**

*Payment plan \$6,950\*. \$695 due at the time of enrollment and 9 monthly payments of \$695.*

*You have 1 year to complete the program*

*Note: The schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire program are the same.*

*\*this includes a \$250 non-refundable registration fee and a (Student Tuition Recovery Fund) STRF of \$2.50 per thousand dollars of institutional charges. **STRF is a nonrefundable charge.***

*This program will enable you to take the MBlex exam which in California currently is a voluntary examination to qualify for massage certification in other states. Currently California does not require the Mblex certification in order to work as a massage therapist in California. Our program enables you to apply for certification to work as a Massage Therapist in California through CAMTC. You will have the right combination of “Basic Training” and Advanced Elective classes plus enough hands-on practice to become successful. This program exceeds the minimum State requirement with an additional 50 hours of Clinical Studies.*

Elective classes all have an “optional” material fee ranging from \$10-15

Our program meets and exceeds the requirements for the California State “Massage Therapist” Exam.

*Massage Center is a unaccredited institution and you will not be eligible for any Federal and State financial aid, since we do not participate in any State or Federal Financial Aid programs.*

*If you, the student, obtains a loan to pay for an educational program, you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If you have received State or Federal student financial aid funds, you are entitled to a refund of the moneys not paid from State or Federal student financial aid program funds.*

## **Hygiene, Sheets and Lotion**

*You need to provide your own sheets. Massage lotion will be provided for your use while you are in class and in the student center. When you practice at home you will need to provide your own lotion. Students may not remove lotion from the school.*



- 1. Students must bring their own clean sheets and towels to the Intern Center.*
- 2. You must bring one set of clean sheets for every hour you are scheduled at the Intern Center. It is recommended that you bring 1 additional set of sheets than the number of hours you signed up for.*
- 3. Massage lotion will be provided by the Massage Center. You can check out Massage lotion at the front desk.*
- 4. It is your responsibility to launder your sheets and towels.*
- 5. You **MUST** wash your hands before and after every massage.*
- 6. You must wear clean clothes, use no perfumes and have short, trimmed & clean nails. Hair must be clean and pulled back, if long.*

## ***Draping***

*Students are taught how to properly drape. This instruction is given in the first week of class. Proper draping of clients or students is required at all times.*

## ***Dress code***

*Professional appearance and proper grooming are expected at all times. Shoes must be worn **AT ALL TIMES** outside the massage room, No tube tops, halter tops, **NO** short shorts -knee length is acceptable, or unnecessary skin exposure.*

*You will be sent home if the instructor feels your attire is inappropriate.*



# Elective Classes



## **Deep Tissue Massage (24 Hours)**

*This is one of the most frequently requested modalities.*

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

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



## **Lomi Lomi (16 Hours)**

*To the ancient Hawaiians Lomi Lomi is known as "Temple Style" and "Loving Hands" massage. Lomi is one of the most profound healing forms of massage. This sacred, unique form of bodywork has been handed down through the Ancient Masters Healers of Hawaii for generations and it is our pleasure to share this modality with you. You will learn*

*the Philosophy of Huna and the art of the Lomi Massage utilizing a number of distinctive styling strokes. Using a rhythmic motion using forearms and flat strokes one will be at peace using the motion of the Hawaiian waves.*

## **Ethics (REQUIRED CLASS) (10 Hours)**

*In this class you will learn the code of Ethics for Massage Therapists. The teacher makes it fun for the class by doing some role playing and hands on activities that will help you to remember what you are being taught. You will learn how to establish healthy boundaries, improve communication in business and relationships, dual relationships, professional ethical principles and client code of conduct.*

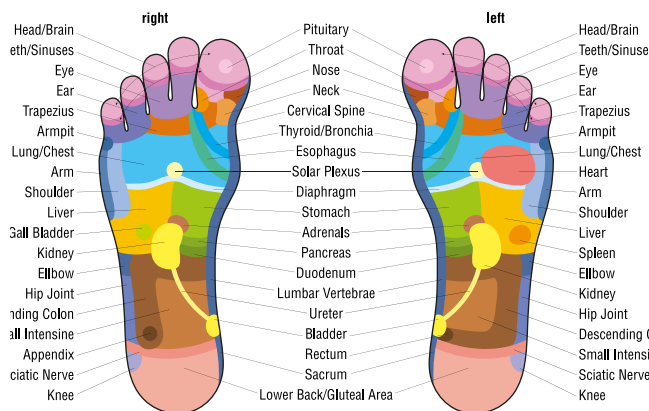


## **Chiropractic Massage (34 Hours)**

The major focus of this 4 day course is to explore the techniques of deep tissue manipulation primarily along the spinal column. We will review several of the most common ailments and injuries that you will see in a chiropractic office, (i.e.:whiplash, carpal tunnel syndrome, disk problems....) and learn different strokes and stretches that will be beneficial for you to apply in those situations. Some advanced anatomy and medical terminology, along with what to expect when working in a chiropractic office, will also be taught.



Foot Reflexology Chart



## **Reflexology I & II (32 Hours)**

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

## **Aromatherapy (12 Hours)**

In this fun-filled workshop you will be introduced to the wonderful world of aromatherapy. We will go over some of the most common essential oils and how you can use them for massage and in your everyday life. Bring your open mind and your nose and be prepared to go on a beautiful sensory journey.





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

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

### **Therapeutic Stretching (16 Hours)**

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



### **Sciatic Massage (16 Hours)**

### **Business Practice REQUIRED (16 Hours)**

*In this class you will be learning about good marketing skills, vision statements and goal setting. We are going to give you ways to set up your office so it will run efficiently and smoothly. We are also going to figure out what your specialty massage is, where you want to do your massage and how much you want to earn. We will be talking about getting started, resumes and interviews. We will also look at who is your target client, how to reach them and how to keep them. And yes, even the yucky stuff like taxes, insurance, licensing and certification. And let's not forget about our future, we need to know about banking and retirement.*





### **Sports Massage (25 Hours)**

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

*physically demanding ways will benefit from this form of muscle therapy.*

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

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



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

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

*Myofascial Release therapy utilizes gentle, kneading manipulation that gently stretches, softens, lengthens and realigns fascia. After careful observation of ones posture, a Myofascial Release therapist will feel for stressed areas of the body. When restricted areas are found, the Myofascial Release therapist will gently stretch tissues found along the direction of the muscle fibers. This stretch is held for a couple of minutes until a softening or release is felt. These stretches are repeated until the tension is gone. A Myofascial Release session may last up to an hour and can be administered one to three times per week depending on a patient's condition.*

### **Reiki I & II (20 Hours)**

*R e i k i , pronounced "Ray Key," means "universal life force energy," and is an ancient art designed to increase your healing energy throughout your body. There*



*are specific Reiki teachings along with attunements/initiations which make Reiki a universally necessary class for everyone interested in understanding their own healing potential. Reiki is a hands-on healing technique which balances the flow of energy in one's body. Reiki is simple, yet can easily be applied anywhere, with anyone, anytime, and combined with any other healing modality. Reiki is very versatile. In class, you will experience a full Reiki attunement of both Levels I and II. You will learn about the various symbols of Reiki and the hand placements to be used during a full body healing session, as well as for self healing. The class has lots of hands-on opportunities for practice. Upon completion you will receive a frame-able Reiki I and II certificate. We believe that Reiki is a "MUST HAVE" for anyone who touches in a healing capacity or just touches.*

### **Geriatric/ Disabled Massage (6 Hours)**

*This class is designed to meet the specific needs of the elderly population. It involves using soft massage hands to manipulate the flexible tissues in the elderly client, to improve blood circulation, relieve pain, and increase range of motion and flexibility. Geriatric Massage provides the elderly with comfort and connects them to*



*their ever changing body needs. Students get a basic understanding of how to listen to their elderly clients and gain the compassion needed through practical hands-on experience. Students visit a local retirement home for their practical experience.*

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

*Lymphatic drainage massage is a highly specialized massage technique that targets the lymphatic system, assisting it to detox and boost the body's natural elimination channels, which can, in turn, increase circulation and boost the body's ability to filter excess fluids, toxins and waste. The result can be a healthier immune system and less fatigue. This technique increases lymph flow throughout the body and encourages the natural drainage of the lymph from body tissues through the use of very light pressure, as well as, long, gentle, rhythmic strokes and soft pumping movements in the direction of the lymph nodes. The benefits of lymphatic massage are many. Lymph drainage massage can help with healing after surgery. This type of massage regenerates tissues to reduce scarring at surgical incision sites. Lymph drainage massage also reduces swelling and detoxifies the body, (according to the International Alliance of Healthcare Educators). Lymphatic massage has gained popularity recently due to its positive benefits with cancer patients and lymphedema, which is an accumulation of fluid that can occur after lymph nodes are removed during surgery, most often a mastectomy for breast cancer. This technique can also reduce the appearance of cellulite. If you are physically active on a daily basis, it is recommend to have year-round lymphatic massage. At least 4 times per year is a good basis for active individuals. This helps keep your immune system strong and ready to take on any physical challenges.*



## ***Medical Terminology REQUIRED (4 Hours)***

*The purpose of this course is to familiarize students with common medical terms. Students will also reinforce their learning of anatomical planes and position as well as heart circulation.*



### **Foundations of Ayurveda (16 hours)**

*The first day of the course the students will learn the basic understanding and history of Ayurveda. Students will learn about individual body constitution and how to apply the knowledge with clients. The second day of the course the students will learn and practice Ayurvedic bodywork techniques.. The course is perfect for massage therapists or for lay people who have interest in Ayurveda and natural health to pursue a career in a field of healthcare or massage therapy.*



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

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

*\*course content subject to change. Not all classes are offered at all time.*

## School Brochure

Our school catalog is available on our website [www.asmt.net](http://www.asmt.net)

We email all our prospective students the above link to our brochure.

## Materials & Equipment

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

Each elective class has an optional material fee of \$10 or more per class.

### *Transfer Students Policy & Procedure*

In order to receive credit for prior education from another massage school, you must be able to demonstrate, either by letter or transcript, that you have received equal or more hours in the subjects listed on page 6 in this catalog.

After teachers and faculty have reviewed your previous training, it will be determined what courses must be taken at the Massage Center in order to receive a completion certificate.

Your tuition will be pro-rated based on the hours you will compete at Massage Center. There is no fee for the transfer application itself.

If you disagree with our decision, you may send a request for an appeal to: Jessica Prunk 171 E. Thousand Oaks Blvd. #206, Thousand Oaks, CA 91360

Massage Center has not entered into an articulation or transfer agreement with any other college or university.



We do not award credit for prior experiential learning.

## Job & Career Opportunities

The Massage Center offers several innovative programs to assist our graduates. We provide contact information about local massage business recruiters.

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

You can apply to become a Graduate therapist employee at Massage Center where you will provide massage therapy to the public and be compensated at an hourly rate.

Not all graduated students will be accepted for this employment opportunity. You will need to submit an employment application and sit for an interview with our Manager.

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



# Student Tuition Recovery Fund

*The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.*

*You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.*

*In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:*

*"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, Suite 225, Sacramento, CA 95834.*

*(916) 574-8900 or (888) 370-7589.*

*To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:*

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

*To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.*

*A student whose loan is revived by a loan holder or debt collector after a period of non-collection 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."*

# Cancellation Policy



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

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

*All requests for cancellation and/or withdraw must be in writing and submitted to: Jessica Prunk by email to [jessica@asmt.net](mailto:jessica@asmt.net)*

## Refund Policy

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

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

*A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the Code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:*

*The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.*

### *Refund Example*

*A student signs up for the 550 Hour Silver Massage Therapist Program and pays \$6,200 in tuition.*

*The hourly charge for the program is (\$6,200 divided by 550) \$11.27 / hour.*

*If the student attended 150 hours of class and was signed up for 130 hours of Elective classes = total 280 hours. (280 hours X \$11.27 = \$3,155.60)*

*The student would receive a refund of (\$6,200 - \$3,155.60) = \$3,044.40*

# Grading Policy

## **Grading Standards:**

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

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

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

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

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

**School records:** *The Massage Center will keep all school and student records for five years from the student's date of completion or withdrawal. Transcripts are retained permanently.*

# Attendance Policy

*We expect you to attend all classes as scheduled and require that you make-up any class hours missed. You will be required to sign in at the beginning of every class and sign out at the completion of every class.*

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

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

**Leave of Absence:** *Any request for a leave of -absence must be submitted in writing and addressed to the school administrator. A max of 6 month leave of absence will be granted at a time. You can request a leave of absence twice. (Total of 12 month max)*

# STUDENT CONDUCT & PROBATION POLICY

*Any student may be dismissed at the discretion of the manager for serious incident or incident of intoxicated or drugged behavior, behavior deemed inappropriate, or absence without valid excuse. Behavior deemed inappropriate includes, but is not limited to, violation of the Student Code of Conduct, inappropriate (sexual or aggressive) touch with fellow students or cheating on exams. Be mindful of the fact that we teach massage as a healing modality.*

*Possession of a weapon or behavior creating a safety hazard to other persons at the school is grounds for immediate dismissal.*

## SEXUAL HARASSMENT AND VIOLENCE POLICY

*Students are required to follow all school rules and policies. We expect our students and staff to behave in a manner that reflects positively upon themselves as professionals and upon their professional colleagues. No sexual harassment or violence of any form will be allowed.*

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

**Probation:** *Failure to adhere to any of the policies as stated in this catalog and/or the registration agreement, may cause the student to be placed on probation. Should the student be placed on probation, they will meet with our manager daily for 5 days in order to address whether the issues that placed the student on probation in the first place have been resolved. If the Manager finds that the issues have not been resolved after the 5 days, the student will be terminated from the program and will be held responsible for all monies due up to the date of termination.*

**Dismissal:** *The Massage Center reserves the right to dismiss any student who does not exhibit proper physical behavior. Anyone who has been using drugs or alcohol at the school or at any school function and anyone violating the sexual harassment and violence policy will be dismissed.*

**Grades:** *Student must receive 70% or higher on all exams.*

**Attendance:** *Students must complete all 550 hours of the program. Students must make up any missed class time.*

*The school will take whatever disciplinary action it deems necessary, unless otherwise proscribed by law. This may include, but is not limited to warning, probation, suspension, or termination.*

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

*The transferability of credits you earn at Massage Center is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Massage Center to determine if your certificate will transfer.*

### *California State Certification*

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

*The Board who issues voluntary certification for Massage Therapists in California is called: California Massage Therapy Council (CAMTC).*

*CAMTC has the following requirements:*

***To be granted the title, CMT - Certified Massage Therapist;*** You must have successfully completed, at a CAMTC approved school, curricula in massage and related subjects totaling a minimum of 500 hours (or the credit unit equivalent), which incorporates appropriate school assessment of student knowledge and skills. Of the 500 hours, a minimum of 160 hours shall be in anatomy and physiology, contraindications, health and hygiene, and business and ethics; and have not violated any of the provisions of the California Massage Therapy Act or any policy, procedure, or regulation of CAMTC.

*Massage Center and its programs are not accredited by an accrediting agency recognized by the United States Department of Education.*

***Disclosure:*** Attendance and/or graduation from a California Massage Therapy Council approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code section 4600 et. seq.”

# *Policies on Student Rights and Student Grievances*

*Massage Center believes that the quality of the educational program can improve when the teachers, managers and administrators listens to complaints, consider differences of opinion, and resolve disagreements through an established, objective process. Massage Center encourages complainants to resolve problems early and informally whenever possible. If a problem remains unresolved, the individual should submit a formal complaint to a manager as early as possible.*

*Our managers have the authority to deal with concerns and grievances. If your first efforts to address a problem with teacher or manager are unsuccessful, please contact the school administrator, Helle Leap. It is expected that your concerns will be treated fairly and every effort made to resolve any concerns.*

## *STUDENT'S RIGHT TO CANCEL:*

*You have the right to cancel the enrollment agreement and obtain a refund of charged paid through attendance at the first class session, or the 7th day after enrollment, whichever is later.*

*Cancellation shall occur when you give written notice of cancellation at the address of the School shown on the top of the first page of the Enrollment Agreement. You can do this by mail or hand delivery or email. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.*

## *WITHDRAWAL FROM COURSE*

*You have the right to withdraw from a course of instruction at any time. The institutional refund policy for students who have completed 60 percent or less of the course of instruction shall be a pro rata refund.*

*You have the right to withdraw from the course and obtain a refund of charges paid through attendance at the first class session, or the 7th day after enrollment, whichever is later.*

*You are obligated to pay only for educational services rendered and for unreturned equipment.*

# Student Services

At Massage Center, we want to help you feel at home as you work toward a better career future. That's why we offer several student services to aid you. The instructors and staff members at Massage Center are here to support you.

Here are just a few of the resources we offer to help keep your education and your career future on track:

- **550 Hour Silver Massage Therapy Program Payment Plans** - Payment Plans are available for 550 hour program. The total charges for a period of attendance is \$6200 if paid in full and \$6950 if on payment plans. The total charges for a period of attendance and estimated schedule of total charges for the entire program is the same amount.
- **Business Practice** - Students will gain an insight into what it takes to be successful in the massage field. Class taught by a local highly successful massage therapist.
- **Student Clinic** - Massage Center students can start participating in the student massage clinic after they have completed 6 weeks of the basic program. This is still a learning process and our massage clients are required to fill out a form with constructive feed-back after their massage.
- **Library resources** - The Massage Center library provides access to text materials, reference books, trade journals and periodicals which may be used as supplemental reading for coursework and for general background information. Students are asked to comply with the library rules on book checkout and return. You may borrow up to 2 items at a time for a time period no longer than 3 weeks. You will be required to "sign the items out" on our log sheet. Failure to return the items in due time will result in loss of your library privileges. If you fail to return the borrowed items, you will be held financially responsible for the items.

## **California Business & Professional Code section 4611 related to unfair business practice as related to massage.**

4611. (a) It is an unfair business practice for a person to do any of the following:

(1) To hold himself or herself out or to use the title of "certified massage therapist" or "certified massage practitioner," or any other term, such as "licensed," "certified," "CMT," or "CMP," in any manner whatsoever that implies or suggests that the person is certified as a massage therapist or massage practitioner, unless that person currently holds an active and valid certificate issued by the council pursuant to this chapter.

(2) To falsely state or advertise or put out any sign or card or other device, or to falsely represent to the public through any print or electronic media, that he or she or any other individual is licensed, certified, or registered by a governmental agency as a massage therapist or massage practitioner.

(b) In addition to any other available remedies, engaging in any of the prohibited behaviors described in subdivision (a) constitutes unfair competition under Section 17200.

# Your Teachers

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



## **Lila Grace**

*Lila Grace began her massage education in 2008 at the Institute of Psycho-Structural Balancing (IPSB) in Culver City in order to expand her knowledge of the body to support her life-long addiction to dance. She has also been a Personal Trainer and Pilates Instructor since 2009. She's a self-described anatomy geek and loves the integrative aspects of massage and movement to give a broad perspective of the way the miraculous human body works. Her personal interest in health and fitness has kept her focused on the therapeutic aspects of massage, particularly for active and athletic bodies. She is also an avid rock*

*climber, hiker and world traveler.*



## **Tina Meyer**

*A graduate from the Institute of Psycho-Structural Balancing in Los Angeles, California, Tina also received her certificate in Thai Massage while studying at Banrai Traditional Thai Massage in Chiang Mai, Thailand. She has enjoyed a successful private practice here in Thousand Oaks and surrounding areas since 1996. Tina is always looking for new ideas to incorporate into her massage practice.*



## **April Hath**

*A holistic and energy healer and certified Licensed Massage Therapist. Her past experience, and life's work is her passion for helping people heal, feel better and transform their lives through the experience of holistic healing, energy healing and touch. She is a certified Reiki Master, has spent the last twenty years studying and learning every metaphysical ,holistic and energy modality she could get her hands on as this is her life's purpose and comes very naturally to her. She graduated from the Sedona School of Massage and taught Reiki in Arizona. She dedicated to guiding our bodies to reach health, balance, and well being.*



# Housing Information

- *Massage Center does not provide any housing or dormitory facilities.*
- *Thousand Oaks has many housing opportunities. There are several large apartment complexes within a 15 radius from our school. Rent starts at approximately \$1800 per month.*
- *Massage Center is not responsible for nor will we assist in finding housing for any students.*

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

*1747 N. Market Blvd Ste 225*

*Sacramento, CA 95834*

*OR*

*PO Box 980818*

*West Sacramento, CA 95798-0818*

*[www.bppe.ca.gov](http://www.bppe.ca.gov)*

*toll-free telephone # (888) 370-7589 or by fax (916) 263-1897*

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

*A student or any member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about this school may contact the California Massage Therapy Council at One Capitol Mall, Suite 320, Sacramento, CA 95814, [www.camtc.org](http://www.camtc.org), phone (916) 669-5336, or fax (916) 669-5337."*

*Massage Center does **not** have a pending petition in bankruptcy, is **not** operating as a debtor in possession, has **not** filed a petition within the preceding five years, and we have **not** had a petition in bankruptcy filed against us within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.*

# Student Practice Center



## *Thousand Oaks Hours of Operation*

*Tuesday thru Friday 12 p.m. - 8 p.m.  
Saturday 10 a.m. - 6 p.m.  
Sunday 10 a.m. - 3 p.m.*

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

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

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

## **School Performance Fact Sheet.**

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

# DIRECTIONS



## ***Massage Center***

*171 Thousand Oaks Blvd. #206  
Thousand Oaks, CA 91360  
805-495-1353*

### *From Northern San Fernando Valley, Simi Valley, Moorpark*

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

### *From Southern San Fernando Valley, Calabasas, Westlake, Agoura*

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

### *From Newbury Park, Camarillo, Oxnard, Ventura*

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