

Sierra Massage School 2012-2013 Catalog

This catalog is applicable from January 1, 2012 - December 31, 2013

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Sierra Massage School is a private institution and is approved to operate by the Bureau for Private Postsecondary Education.

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 P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.co.gov, (916) 574-7720.

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 (1-888-370-7589) or by completing a complaint form, which can be obtained on the bureau's Internet Web site (www.bppe.ca.gov)

Mission Statement

Sierra Massage School is dedicated to the promotion of massage as a vital part of a healthy lifestyle. Our goal is to provide the educational foundation for a lifelong journey into bodywork and its relationship to health. Graduates will receive a quality education, at an affordable price. Through our Massage Therapy course, students will be given a strong foundation of knowledge and practical massage experience that will fully equip them to enter the job market as a Certified Massage Therapist.

Courses Offered

Each course has a final exam, including a practical component, that must be passed in order to successfully complete the course.

Massage Therapy - 500 hours

This course is intended to give students a strong foundation of knowledge and practical massage experience that will fully equip them to enter the job market as a Certified Massage Therapist.

Deep Tissue Massage - 60 hours

This course is designed for students who have already completed a basic massage course. The student will learn the fundamentals of deep tissue massage, stretching, and related anatomy topics.

Hot Stone Massage - 36 hours

This course is designed for students who have already completed a basic massage course. Students will explore different ideas for incorporating the use of hot stones into almost any preexisting massage routine. The use of hot stones has become quite popular recently in spas and at resorts.

Beginning Reflexology - 20 hours

This course is designed for students who have already completed a basic massage course. Students will learn basic reflexology techniques for the feet & hands, and its effect on the rest of the body.

Prenatal Massage - 40 hours

This course is designed for students who have already completed a basic massage course. Massage is very beneficial for pregnant women. Students will learn more about pregnancy from conception to birth and post-partum, and massage techniques during pregnancy.

Beginning Aromatherapy - 20 hours

This course is designed for students who have already completed a basic massage course. Students will learn to use aromatherapy to enhance your current massage technique.

Thai Yoga Massage I - 40 hours

This course is designed for students who have already completed a basic massage course. Performed on a mat and fully clothed, this is a very different and interesting technique to learn. Comprised of many different poses and stretches, this technique can stand alone or compliment traditional Swedish massage.

Thai Yoga Massage II - 40 hours

This course is designed for students who have already completed a basic massage course and Thai Yoga Massage I. This course emphasizes a hands-free version as well as adaptation for the table, and a Swedish/Thai blend.

Instructors

Steven R. Mathews, D.C., CMT - Owner/Director/Instructor

Dr. Steve graduated from Life Chiropractic College West (Hayward, CA) in 2001. He has worked as a chiropractor in Clovis since then. He has also worked as a certified massage therapist since 1995. Prior to leaving the Fresno area to attend chiropractic school, he worked as a Fresno County paramedic for eight years.

Jennifer M. Mathews, D.C. - Instructor

Dr. Jen graduated from Fresno State with a bachelor's degree in biology-physiology in 1999. She then went on to chiropractic school and graduated from Life Chiropractic College West in 2002, and is now practicing in Clovis.

School Location

1629 Pollasky, Suite 102
Clovis, CA 93612
(559) 325-7600

Located on the Northeast corner of Pollasky & Scott

Website: www.sierrachiropractic.com/massage

Directions from Hwy. 168:
Exit at Shaw and go East.
Turn left on Pollasky (Last left before Clovis Ave.).
Go 3 blocks to Pollasky & Scott.

The school will be on the right in a small office complex called "Western Plaza".

2012-2013 Schedule of Courses

Massage Therapy:

Hours: M,W,F 8-12 noon, or 6-10pm

2012 start dates: 2/13, 5/30, 9/17

2013 start dates: 1/7, 5/6, 8/19, 12/9

Deep Tissue Massage: Contact school for schedule.

Hot Stone Massage: Contact school for schedule.

Beginning Reflexology: Contact school for schedule.

Prenatal Massage: Contact school for schedule.

Beginning Aromatherapy: Contact school for schedule.

Thai Yoga Massage: Contact school for schedule.

Thai Yoga Massage II: Contact school for schedule.

Note: Minor schedule changes may be necessary to accommodate holidays and instructor vacation time. These hours will be discussed on the first day of class.

Content of Courses

Massage Therapy:

Terminology.....	10 Hours
Anatomy/Physiology.....	60 Hours
Basic Swedish Massage Technique.....	32 Hours
Deep Tissue Massage Technique.....	17 Hours
Hot Stone Massage Technique.....	8 Hours
Reflexology Technique.....	6 Hours
Prenatal Massage Technique.....	10 Hours
Aromatherapy Technique.....	8 Hours
Thai Yoga Massage Technique.....	12 Hours
Kinesiology.....	4 Hours
History of Massage.....	3 Hours
Business Practices/Marketing.....	4 Hours
Ethics.....	4 Hours
Kinesiology/Stretching.....	5 Hours
Therapeutic & Professional Skills.....	4 Hours
Health & Hygiene.....	20 Hours
Intro. to Other Types of Bodywork.....	10 Hours
Hands-on Lab Time.....	283 Hours
Practical Experience.....	20 Hours

Total Hours = 500

Deep Tissue Massage:

Terminology.....	2 Hours
Anatomy/Physiology.....	10 Hours
Deep Tissue Massage Technique.....	17 Hours
Kinesiology/Stretching.....	4 Hours
Ethics.....	1 Hour
Therapeutic & Professional Skills.....	1 Hour
Hygiene & Sanitation.....	1 Hour
Hands-on Lab Time.....	24 Hours

Total Hours = 60

Hot Stone Massage:

Terminology.....	1 Hour
Anatomy/Physiology.....	4 Hours
Hot Stone Massage Technique.....	8 Hours
Kinesiology/Stretching.....	1 Hour
Ethics.....	1 Hour
Therapeutic & Professional Skills.....	1 Hour
Hygiene & Sanitation.....	2 Hours
Hands-on Lab Time.....	14 Hours
Practical Experience.....	4 Hours
	Total Hours = 36

Beginning Reflexology:

Terminology.....	1 Hour
Anatomy/Physiology.....	4 Hours
Reflexology Technique.....	6 Hours
Ethics.....	1 Hour
Therapeutic & Professional Skills.....	1 Hour
Hygiene & Sanitation.....	1 Hour
Hands-on Lab Time.....	6 Hours
	Total Hours = 20

Prenatal Massage:

Terminology.....	1 Hour
Anatomy/Physiology.....	12 Hours
Prenatal Massage Technique.....	10 Hours
Ethics.....	1 Hour
Therapeutic & Professional Skills.....	1 Hour
Hygiene & Sanitation.....	1 Hour
Hands-on Lab Time.....	14 Hours
	Total Hours = 40

Beginning Aromatherapy:

Terminology.....	1 Hour
Aromatherapy Technique.....	8 Hours
Ethics.....	1 Hour
Therapeutic & Professional Skills.....	1 Hour
Hygiene & Sanitation.....	1 Hour
Hands-on Lab Time.....	8 Hours
	Total Hours = 20

Thai Yoga Massage I:

Terminology.....	1 Hour
Anatomy/Physiology.....	4 Hours
Thai Yoga Massage Technique.....	12 Hours
Ethics.....	1 Hour
Therapeutic & Professional Skills.....	1 Hour
Hygiene & Sanitation.....	1 Hour
Hands-on Lab Time.....	20 Hours

Total Hours = 40

Thai Yoga Massage II:

Terminology.....	1 Hour
Anatomy/Physiology.....	4 Hours
Thai Yoga Massage Technique.....	12 Hours
Ethics.....	1 Hour
Therapeutic & Professional Skills.....	1 Hour
Hygiene & Sanitation.....	1 Hour
Hands-on Lab Time.....	20 Hours

Total Hours = 40

Fees

Note: There is an additional fee of \$2.50 per \$1000 of tuition charged for each course. This fee is the Student Tuition Recovery Fund (STRF) fee. This fee is collected by the school on the student's behalf and then sent to the state. For more information on the STRF see p. 13.

Massage Therapy:

Tuition.....	\$3950.00
Registration Fee (Non-Refundable).....	\$100.00
Study Guides/Workbooks (Non-Refundable).....	\$80.00
Materials Fee (Linens, Oils, Etc.) (Non-Refundable).....	\$60.00
STRF fee.....	\$10.00

Total Cost = \$4200.00

Deep Tissue Massage:

Tuition.....	\$900.00
Registration Fee (Non-Refundable).....	\$100.00
Study Guide (Non-Refundable).....	\$25.00
Materials Fee (Linens, Oils, Etc.) (Non-Refundable).....	\$10.00
STRF fee.....	\$2.50

Total Cost = \$1037.50

Hot Stone Massage:

Tuition.....	\$540.00
Registration Fee (Non-Refundable).....	\$100.00
Study Guide (Non-Refundable).....	\$15.00
Materials Fee (Linens, Oils, Etc.) (Non-Refundable).....	\$20.00
STRF fee.....	\$2.50

Total Cost = \$677.50

Intro. to Reflexology:

Tuition.....	\$300.00
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Registration Fee (Non-Refundable).....	\$100.00
Study Guide (Non-Refundable).....	\$15.00
Materials Fee (Linens, Oils, Etc.) (Non-Refundable).....	\$10.00
STRF fee	\$2.50

Total Cost = \$427.50

Prenatal Massage:

Tuition.....	\$600.00
Registration Fee (Non-Refundable).....	\$100.00
Study Guide (Non-Refundable).....	\$15.00
Materials Fee (Linens, Oils, Etc.) (Non-Refundable).....	\$10.00
STRF fee	\$2.50

Total Cost = \$727.50

Beginning Aromatherapy:

Tuition.....	\$300.00
Registration Fee (Non-Refundable).....	\$100.00
Study Guide (Non-Refundable).....	\$15.00
Materials Fee (Linens, Oils, Etc.) (Non-Refundable).....	\$10.00
STRF fee	\$2.50

Total Cost = \$427.50

Thai Yoga Massage I:

Tuition.....	\$600.00
Registration Fee (Non-Refundable).....	\$100.00
Study Guide (Non-Refundable).....	\$15.00
Materials Fee (Linens, Oils, Etc.) (Non-Refundable).....	\$10.00
STRF fee	\$2.50

Total Cost = \$727.50

Thai Yoga Massage II:

Tuition.....	\$600.00
Registration Fee (Non-Refundable).....	\$100.00
Study Guide (Non-Refundable).....	\$15.00
Materials Fee (Linens, Oils, Etc.) (Non-Refundable).....	\$10.00
STRF fee	\$2.50

Total Cost = \$727.50

Visa & MasterCard are accepted.

Sierra Massage School does not participate in any state or federal financial aid programs. 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 the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid funds.

Payment Schedule:

- **Option 1:** Pay all fees on or before the first day of class.
- **Option 2:** All fees other than tuition will be due on or before the first day of class. Tuition may be paid in equal monthly payments beginning with the first day of class (due on the same day that classes began, on each following month, until the full tuition is paid). The number of payments depends on the number of months that the course lasts. This plan has a processing fee of \$10 per payment after the first payment.
- **Option 3:** An extended payment plan is available through the school. Call for more details.
- **Note:** A late fee of \$30 will be assessed for late payments under both payment options. There is no penalty for pre-payment.

Cancellation and Refund Rights

Students have the right to cancel the enrollment agreement at any time during the course. If less than 60% of the course has been completed, a refund will be granted based on (a) the percentage of the course that has been completed, and (b) the amount of tuition that has been paid to date.

Prior to the first day of instruction, a full refund will be granted, less the \$100 registration fee. After classes have begun, the textbook(s), study guide, materials fee, and malpractice insurance fee are non-refundable. If a student cancels the enrollment agreement prior to completing 60% of the course, a refund will be granted based on the percentage of class time completed (see "Refund Policy Example" on pg. 9). Students who have completed 60% of the course, or more, are not entitled to a refund. If a student cancels the enrollment agreement on the first day of instruction or within 7 days of enrollment (whichever is later), the student will be entitled to a full refund less any non-refundable charges.

The enrollment agreement must be canceled in writing. You must complete the Cancellation/Withdrawal form, provided when your enrollment agreement is signed, and mail it or hand it in to the school director. The refund will be calculated based on the postmark date, or the date the form is handed in. Your refund will be made within 30 days of this date. Any outstanding materials must be returned within 7 days of this date, or the full cost of new replacement equipment will be subtracted from the remaining balance.

Only tuition is refundable.

If mailed, the Cancellation/Withdrawal form must be mailed to:

Sierra Massage School
Attn: Steven R. Mathews
1629 Pollasky, Suite 102
Clovis, CA 93612

Refund Policy Example

Cost of tuition = \$3950. Divide by 500 hours to get the hourly rate of \$7.90. If you withdraw after having spent 10 hours in class and have already paid the full tuition, your refund would be: \$3950 (tuition) - \$79.00 (10 hours at \$7.90 per hour) = \$3871.00. If you withdraw after 250 hours in class, your refund would be: \$3950 - \$1975.00 = \$1975.00. After you spend 300 hours in class, you have reached 60% of the total class hours and are no longer entitled to a refund.

Tutoring

Tutoring services are available at a fee of \$35 per hour (individual or group) if academic progress is not satisfactory.

Admission Requirements

Each applicant must be at least 18 years of age, have a high school diploma or GED, or show proficiency at reading and writing by writing a 300-word essay. Applicants without a high school diploma or GED may still be accepted at the discretion of the director if their essay displays a proficiency at reading and writing that will allow them to succeed in the workplace. Previous course work may be accepted for credit toward completion of this program at the discretion of the director. Each applicant must be in good health. You must tour the school and be interviewed by the director prior to admission. In addition, it is required that each applicant provides documentation of having received a full-body massage prior to acceptance.

Application checklist:

- Copy of high school diploma or transcripts, GED, or proof of current enrollment in college. If you do not have this, you must write a 300-word essay on "Why I want to be a massage therapist."
- It is preferred that you have no criminal record. If you have a criminal record involving something minor, we will need an explanation of the nature of the charges and documentation to this effect.
- Provide signed documentation that you have received a 1-hour, full-body massage.
- Fill out application (completely and legibly)
- Call school for an appointment to tour the school, and be interviewed.
- Pay the \$100 registration fee.
- Applicants for advanced courses must have documentation of having passed a basic massage course prior to enrollment.

Attendance Requirements

Attendance is mandatory. If the student is absent for more than 16% of total class time (excused or unexcused), he or she will be dropped from the course. If more than 8% of total class time is missed, it is required that the time be made up with an individual instructor for a fee of \$35 per hour.

- ◆ 16% of a 500 hour course is 80 hours
- ◆ 8% of a 5000 hour course is 40 hours

Tardiness is disruptive to the entire class and is discouraged. Being more than 15 minutes late for class constitutes being officially tardy. 3 tardies = 1 hour of absence from the course.

Absences will be considered excused if the student notifies an instructor or the school prior to the start of class, and has a legitimate excuse (Example: car trouble, medical emergency, death in the family, etc.). Being more than 30 minutes late for class constitutes being officially absent for that hour of instruction.

The student will be placed on **academic probation** after 3 days of unexcused absence. This will remain in effect for 1 week. If, during that week, there is another day of unexcused absence, the student will be dropped from the course.

If the student wishes to take a **leave of absence**, a request must be made in writing. Requests will be considered on an individual basis, and may be granted at the discretion of the director.

Student Conduct

Students may be dismissed for any of the following reasons:

- Being under the influence of drugs/alcohol during class time
- Possession of drugs/alcohol on school premises
- Disruptive or disrespectful behavior
- Unsafe behavior
- Excessive absences/tardiness
- Any behavior that does not conform to school policies
- Failure to pay fees on schedule

Grading

Pass = 75% and above

Fail = below 75%

Students must receive a total combined score of 75% on all written quizzes and exams, and a total combined score of 75% on all lab quizzes and exams in order to pass the course.

There will be approximately 1 written quiz each week. Quizzes will account for 50% of the total written score.

There will be a final written exam which will account for 50% of the total written score.

There will be several lab quizzes throughout the course, which will account for 50% of the total lab score.

There will be 1 lab final exam which will account for 50% of the total lab score.

There will be a total of 40 practical hours in which students will perform massage on members of the public, at the school. These hours will be graded as pass/fail, and must be passed by the student.

If a student's cumulative grade in either their written or lab course work is below 75% for 1 week, the student will receive academic counseling and be offered tutoring (\$35 per hour) to bring their grades up to at least 75%.

If a student's cumulative grade in either their written or lab course work is below 75% for 3 consecutive weeks, the student will be placed on **academic probation**. The student must receive at least a 75% for the next week's work to be removed from academic probation. If the student fails to meet this objective, the student will be dropped from the course.

Grades may be appealed by taking them to the director within 1 week of receiving the disputed grade. The director will resolve the issue in a timely manner

Record Retention

Students are strongly advised to keep their own records of classes attended. State law requires this school to maintain student records for only 5 years, and massage laws vary from state to state.

Unsatisfactory Progress

Progress reports for attendance and grading will be issued periodically. If, during the previous week, academic progress has been unsatisfactory (less than 75%), the student will receive academic counseling and be offered tutoring (\$35 per hour) to bring their grades up to at least 75%. If academic progress is unsatisfactory for 3 consecutive weeks, the student will be placed on academic probation. The student must receive at least a 75% for the next week's work to be removed from academic probation. If the student fails to meet this objective, the student will be dropped from the course.

Re-Enrollment after Dismissal

Students who have been dismissed may only re-enroll at the discretion of the director, and only if the conditions that caused the dismissal have clearly been rectified.

English-As-A-Second-Language

This institution does not provide English-as-a-second-language instruction.

Job Placement Assistance

Students will be provided with information on how to find jobs on their own, but this institution does not promise any formal job placement assistance. We will happily give recommendations to employers for any students who have demonstrated proficiency.

Student Complaints

All complaints should be made to the director (Steven R. Mathews, D.C.) if possible. Complaints will be investigated in a timely manner.

Malpractice Insurance

All students are required to carry malpractice insurance. There is no requirement to obtain this insurance from any specific company. The approximate cost is \$80/year for students. Contact the school for specific information.

Acceptance of Prior Education/Experience

In some circumstances, the school will grant credit for prior education. This will always be at the discretion of the director.

If allowed to challenge quizzes and tests, the policy will be as follows:

The written final must be passed.

The lab final must be passed.

No more than 2 chances will be given to pass these tests.

The practical final must be passed on the first try.

One hour of class time will be credited for each test taken and passed successfully.

Credit (hours of class time) may be allowed for previous experience based on the following formula:

If the student has had previous (documented) massage training, credit will be granted equal to $\frac{1}{2}$ the time of their previous, relevant course(s).

10 hours of credit will be granted for each year that has passed since the previous course ended.

10 hours of credit will be granted for each full year of documented work experience.

No more than 75% of the total class hour requirement may be granted as credit for prior education/experience.

The full tuition will be charged, regardless of the actual number of hours spent in class.

Sierra Massage School has not entered into any articulation or transfer agreements with any other colleges or universities.

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

The transferability of credits you earn at Sierra Massage School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in any given program at Sierra Massage School 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 are not

accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Sierra Massage School to determine if your certificate will transfer.

Student Tuition Recovery Fund

The Student Tuition Recovery Fund (STRF) was established by the California legislature to protect any California resident who attends a private postsecondary institution. According to California law, a fee must be assessed from each student upon enrollment, of \$2.50 for each \$1000 of tuition for the Student Tuition Recovery Fund. This is a state requirement. These fees allow the state of California to reimburse students for the amount of prepaid and unused tuition expenses in the event that an institution should close down unexpectedly, fail to live up to its enrollment agreement, or refuse to pay a court judgment.

To be eligible for STRF, you must be a California resident and reside in California at the time the enrollment agreement is signed, or when you receive lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered a California resident.

To qualify for STRF reimbursement, you must file a STRF application within one year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, you have four years from the date of closure to file a STRF application. If a judgment is obtained, you must file a STRF application within two years of the final judgment.

It is important to keep copies of the enrollment agreement, financial aid papers, receipts, or any other information that documents the monies paid to the school.

For further information or instructions contact:

BPPE (*Bureau for Private Post-Secondary Education*)
P.O. Box 980818, West Sacramento, CA 95798-0818
(916) 574-7720