

# CALIFORNIA HOLISTIC INSTITUTE



CALIFORNIA HOLISTIC INSTITUTE

**January 1 – December 31  
2012 CATALOG**

**11555 LOS OSOS VALLEY RD.  
Office - #207 / Classroom - #108  
SAN LUIS OBISPO, CA 93405  
(805) 786-4808**

**[www.chieducation.com](http://www.chieducation.com)**

## Table of Contents

<b>Approval Disclosure Statement</b>	<b>Page 1</b>
<b>Introduction</b>	<b>Page 2</b>
<b>Mission Statement</b>	<b>Page 2</b>
<b>Physical Facilities</b>	<b>Page 2</b>
<b>200-Hour Curriculum / Tuition Fees</b>	<b>Page 3</b>
<b>200-Hour Class Schedules</b>	<b>Page 4</b>
<b>500-Hour Course Requirements</b>	<b>Page 4-5</b>
<b>500-Hour Curriculum / Tuition Fees</b>	<b>Page 5</b>
<b>500-Hour Class Schedules</b>	<b>Page 6-7</b>
<b>Enrollment Information</b>	<b>Page 8</b>
<b>Student Services</b>	<b>Page 8</b>
<b>Student Housing</b>	<b>Page 9</b>
<b>Previous Training/Attendance Requirements</b>	<b>Page 9-10</b>
<b>Grading &amp; Policies</b>	<b>Page 10</b>
<b>Student Complaint Procedure</b>	<b>Page 11</b>
<b>Non-Discrimination Policy</b>	<b>Page 11</b>
<b>Placement Assistance</b>	<b>Page 11</b>
<b>Buyer's Right to Cancel</b>	<b>Page 12</b>
<b>Refund Policy</b>	<b>Page 12</b>
<b>Pro Rata Refund Policy Example</b>	<b>Page 13</b>

<b>Withdrawal Procedure</b>	<b>Page 13</b>
<b>Additional Charges</b>	<b>Page 13</b>
<b>Student Tuition Recovery Fund</b>	<b>Page 14</b>
<b>Instructors</b>	<b>Page 15</b>
<b>Notice of Student Rights</b>	<b>Page 16</b>

# CALIFORNIA HOLISTIC INSTITUTE

EXECUTIVE OFFICE  
&  
SCHOOL LOCATION

11555 Los Osos Valley Rd.  
Office - #207 / Classroom - #108  
San Luis Obispo, CA 93405  
(805) 786-4808

[www.chieducation.com](http://www.chieducation.com)

## MANAGEMENT AND INSTRUCTORS

Director	Marian Martinho
Instructors	Marian Martinho Joanne Mapalo Sue Torrey

The Director and Instructors each hold a Certificate of Authorization for Service pursuant to California Education Code, Section 94915 issued by the Bureau for Private Postsecondary and Vocational Education, which certifies that each has met the qualifications required to perform the assigned duties of their positions on staff.

## Approval Disclosure Statement

California Holistic Institute, has received a permanent approval to operate from the Bureau for Private Postsecondary and Vocational Education (BPPVE).

The following courses will be available:

Massage Practitioner	--	200 hours
Massage Practitioner	--	250 hours
Massage Therapist	--	500 hours

California statute requires that a student who successfully completes a course of study be awarded an appropriate diploma or certificate verifying the fact.

Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with the school personnel prior to enrolling or signing enrollment agreements.

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to Marian Martinho, Director

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet web site [www.bppe.ca.gov](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 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

All information in the contents of this catalog is current and correct and is so certified as true by California Holistic Institute.

Marian K. Martinho, Director

## **Introduction**

Welcome to the California Holistic Institute. Thank you for your interest in our school, we are looking forward to assisting you in obtaining your desired massage therapy training. You are now entering into a field of experience that will provide you the opportunity for a very profitable and successful future in the exciting field of massage. We offer three state approved certifications: 200 hour Massage Practitioner, 250 hour Massage Practitioner and 500 hour Massage Therapist. The Massage Practitioner Certification Program consists of 180 classroom hours and 20 internship hours. Course hours include lectures, hands-on and demonstrations, individual evaluation, basic anatomy and physiology specific to bodywork, business ethics/management, communication, and documentation skills.

The Massage Therapist (500 hour) Certification Program covers an in depth study of anatomy, kinesiology, physiology, and pathology for body workers. Also, an additional 173 hours in myriad of massage and bodywork modalities. After completing the 500 - hour program, the massage therapist would be eligible to take the National Certification Examination.

## **Mission Statement**

The California Holistic Institute is dedicated to provide the highest quality of education to students in areas of somatic practices. Our goal is to assist students to develop a strong foundation in massage therapy and practice in order to alleviate physical discomfort and increase mental and physical relaxation allowing for a greater sense of well being to the client. The student will have the basic knowledge of anatomy and physiology and will be able to integrate that knowledge into practical application. Upon completion of these courses the graduate may work as an independent contractor, sole proprietor, or an employee for someone else. Massage Therapists are found in a myriad of places, including healthcare facilities, health clubs, hotels, spas, beauty salons, chiropractic and medical clinics, cruise ships, to name a few.

## **Physical Facilities**

California Holistic Institute is located at 11555 Los Osos Valley Road, Suite 207 (office) and Suite 108 (classroom), San Luis Obispo, CA 93405. The school is 1 mile off Hwy 101 interchange at Los Osos Valley Road exit heading west. There is plenty of parking available in the back of the complex for your convenience. The interior of the school has been designed to reflect a professional atmosphere conducive to learning. The facility provides a large classroom, bathrooms equipped for the handicapped, an administrative office and a lending library with books relating to the bodywork profession. The facility is large enough to maintain 16-18 students at anytime.

## **200 - Hour Practitioner Course**

### **Course Outline**

Three Massage Practitioner courses are offered each year consisting of 200 clock hours broken down as follows:

### **Hours**

Supervised Practical Experience .....	90
Anatomy and Physiology .....	50
Health, Hygiene & Contraindications .....	28
Business Administration, Law and Ethics .....	8
Deep Tissue Massage .....	8
Energy Work Intro. ....	4
Reflexology .....	4
Acupressure Intro. ....	4
Various Forms of Bodywork .....	4
Total clock hours .....	<u>200</u>

### **Fees**

Registration Fee (Non-Refundable) .....	\$ 150.00
Tuition .....	1,500.00
Textbooks (approximately) .....	80.00
Materials Fee .....	70.00
Student Tuition Recovery Fund (non-refundable) .....	* 5.00
Total Cost .....	<u>\$ 1,805.00</u>

If a student is requesting individual tutoring the cost is \$ 30.00 per hour

Payment plans are available

Credit card payments are accepted (VISA and MasterCard only)

\*See page 13 in this catalog for more information on the Student Tuition Recovery Fund

## **Schedule for 200 Hour Massage Practitioner Course:**

**Office Hours:** 10:00a.m – 5:00p.m, Monday through Thursday. Office staff is available for store sales and massage clinic scheduling. Messages checked frequently. Please call if you have questions.

**Interview Hours:** By appointment only. Please call to schedule your time for interview and tour of the school.

**Instructional Hours:** 2012 Schedule:

<b>Day</b>	<b>Evening</b>
Jan 16 – Apr 3	Jan 10 – Apr 17
May 14 – Aug 1	May 8 – Aug 9
Sep 10 – Nov 28	Sep 4 – Dec 8

**The school is closed on legal holidays. Each session has variations in schedule depending on holidays and other factors.**

## **500 Hour Massage Therapist Course**

Students may enter this program at any time of the year, after completing CHI's 200 - Hour Massage Practitioner Program. Or, graduates of another 200 - hour state approved school are eligible to apply to this program. Or, massage professionals can take individual classes for personal and professional enhancement. Also, note that this program will meet the requirements for massage therapists that are interested in becoming Nationally Certified through NCTMB.

### **Requirements for Entry to this Course:**

1) <b>200 Hour Practitioner Course</b>	<b>200 Hours</b>
2) <b>Massage Therapist Course Hours</b>	<b>300 Hours</b>
<b><u>Required Courses that Total 350 hours:</u></b>	
* <b>Bodywork Courses - Western style</b>	<b>101 Hours</b>
* <b>Bodywork Courses - Eastern style</b>	<b>40 Hours</b>
* <b>Anatomy, Kinesiology &amp; Physiology Courses</b>	<b>75 Hours</b>
* <b>Pathology</b>	<b>32 Hours</b>
* <b>Business Skills (14 hrs) / Ethics (6 hrs)</b>	<b>20 Hours</b>
* <b>Electives</b>	<b>32 Hours</b>

**Students may choose their bodywork hours under the following three areas:**

**1) Western Styles total of 101 hours from the following list:**

* Deep Tissue	24 Hours
* Trigger Point (Treating the lower back/pelvis)	16 Hours
* Trigger Point (Treating the cervical/TMJ)	16 Hours
* Trigger Point (Treating the shoulder/upper torso)	16 Hours
* Watsu Basics	20 Hours
* Stretch and Release Therapy	16 Hours
* Chair Massage	8 Hours
* Reflexology	24 Hours
* Hot Stone Therapy	16 Hours
* Hawaiian Lomi Lomi	16 Hours
* Advanced Lomi Lomi	16 Hours
* Pregnancy Massage	20 Hours

**2) Eastern Styles total of 40 hours from the following list:**

* Intro to Ayurveda	8 Hours
* Shiatsu (Integrated)	24 Hours
* Japanese Acupressure	24 Hours
* Thai Massage	16 Hours
* Touch for Health	16 Hours
* Zen Touch Shiatsu	20 Hours

**3) Electives total of 32 hours from the following list:**

* Aromatherapy	10 Hours
* Postural Assessment	12 Hours
* Reiki (Level I & Level II) (8 Hours each)	16 Hours
* Intro. To Cranio-Sacral	16 Hours
* Lymphatic Massage	16 Hours
* Spa Therapies – face & body	16 Hours
* Intro. To Herbs	8 Hours
* Tuning In – “Beyond Form & Structure”	8 Hours

**4) Business Skills & Ethics** 20 Hours

**5) Anatomy / Kinesiology** 60 Hours

**6) Physiology / Pathology** 47 Hours

\*Students must complete this program within a 24 month period from the date of enrollment. Successful graduates will receive a 500 Hour certification of completion.

**Tuition/Fees for 500 - Hour Program**

Registration Fee (Non-Refundable) .....	\$ 100.00
Tuition (varies) .....	4,300.00
Textbooks & Materials * .....	see below
Student Tuition Recovery Fund (non-refundable) .....	**10.00
<b>Total Cost .....</b>	<b>\$ 4,410.00</b>

Please phone school regarding payment plans

Credit card (visa & master card) payments are accepted

\* Book/Materials fees will be an additional cost in 500 program

\*\*See page 13 in this catalog for more information on the Student Tuition Recovery Fund

**SCHEDULE FOR 500 HOUR MASSAGE THERAPIST PROGRAM**

<i>Class Name</i>	<i>Hours</i>	<i>Days &amp; Hours</i>	<i>Date</i>	<i>Cost</i>	<i>Style</i>
Physiology & Pathology w/ Sue Torrey	47	Monday & Wednesday 5:30-8:45 p.m.	1/9/2012- 2/29/2012	\$575 + book	Core
Zen Touch Shiatsu w/ Seymour Koblin	20	Friday 5:30-9:30 pm Sat/Sun 9 am-5 pm	1/27/2012- 1/29/2012	\$300	Eastern
Sports Massage w/ Leslie Cotham	20	Friday 5:30-9:30 pm Sat/Sun 9 am-5 pm	2/10/2012- 2/12/2012	\$300	Western
Hawaiian Lomi Lomi w/ Marilyn Draper	16	Saturday & Sunday 9 a.m. - 5 p.m.	2/25/2012- 2/26/2012	\$275	Western
Trigger Point (low back / hip) w/ Barbara Kelly	16	Monday & Wednesday 5:30 - 9:30 p.m.	3/5/2012- 3/14/2012	\$250	Western
Introduction to Ayurveda w/ Melanie Sachs	8	Sunday 9 a.m. - 5 p.m.	3/11/2012	\$150	Eastern
Chair Massage w/ Marian Martinho	8	Sunday 9 a.m. - 5 p.m.	3/18/2012	\$150	Western
Deep Tissue Massage w/ Marian Martinho	24	Monday & Wednesday 5:30 - 9:30 p.m.	3/19/2012- 4/4/2012	\$300	Western
Reiki Level 1 w/ Tyann Linden	8	Sunday 9 a.m. - 5 p.m.	3/25/2012	\$150	Elective
Business & Ethics w/ Debbi Corradini	20	Monday & Wednesday 5:30 - 9:30 p.m.	4/11/2012- 4/25/2012	\$300 + book	Core
Reflexology w/ Joanne Mapalo	24	Fri/Sat/Sun 9 a.m. - 5 p.m.	4/20/2012- 4/22/2012	\$300	Western
Myofascial Massage w/ David Goldeen	16	Saturday & Sunday 9 a.m. - 5 p.m.	4/28/2012- 4/29/2012	\$275	Western/Elective
Pregnancy & Infant Massage w/ Joanne Mapalo	20	Friday 1-5 pm Sat/Sun 9 am-5 pm	5/4/2012- 5/6/2012	\$300	Western
Anatomy & Kinesiology (lower extremities) w/ Sue Torrey	28	Monday & Wednesday 5:30 - 9:30 p.m.	5/7/2012- 5/30/2012	\$350 + book	Core
Stretch & Release Therapy w/ Marian Martinho	16	Saturday & Sunday 9 a.m. - 5 p.m.	5/26/2012- 5/27/2012	\$250	Western
Trigger Point (neck / TMJ) w/ Barbara Kelly	16	Monday & Wednesday 5:30 - 9:30 p.m.	6/4/2012- 6/13/2012	\$250	Western
Hawaiian Lomi Lomi w/ Marilyn Draper	16	Saturday & Sunday 9 a.m. - 5 p.m.	6/9/2012- 6/10/2012	\$275	Western
Tuning In - "Beyond form & Structure" w/ Debbi Corradini	8	Saturday 9 a.m. - 5 p.m.	6/16/2012	\$150	Elective

<i>Class Name</i>	<i>Hours</i>	<i>Days &amp; Hours</i>	<i>Date</i>	<i>Cost</i>	<i>Style</i>
Shiatsu (Integrated) w/ Joanne Mapalo	24	Monday & Wednesday 5:30 - 9:30 p.m.	6/18/2012- 7/9/2012	\$300	Eastern
Thai Massage w/ Cynthia Russek	16	2 Sundays 9 a.m. - 5 p.m.	7/15/2012- 7/22/2012	\$275	Eastern
Reiki Level 1 w/ Tyann Linden	8	Sunday 9 a.m. - 5 p.m.	7/29/2012	\$150	Elective
Anatomy & Kinesiology (upper extremities) w/ Sue Torrey	32	Monday & Wednesday 5:30 - 9:30 p.m.	9/10/2012- 10/3/2012	\$400 + book	Core
Advanced Lomi Lomi w/ Marilyn Draper	16	Saturday & Sunday 9 a.m. - 5 p.m.	9/15/2012- 9/16/2012	\$275	Western/Elective
Introduction to Craniosacral w/ Karen Thomas	16	Saturday & Sunday 9 a.m. - 5 p.m.	9/22/2012- 9/23/2012	\$275	Elective
Trigger Point (shoulder & torso) w/ Barbara Kelly	16	Monday & Wednesday 5:30 - 9:30 p.m.	10/8/2012- 10/17/2012	\$250	Western
Jin Shin Acupressure w/ Marian Martinho	24	Monday & Wednesday 5:30 - 9:30 p.m.	10/22/2012- 11/7/2012	\$300	Eastern
Tools for Longevity w/ Tyann Linden	8	Sunday 9 a.m. - 5 p.m.	10/28/2012	\$150	Elective
Chair Massage w/ Marian Martinho	8	Sunday 9 a.m. - 5 p.m.	11/11/2012	\$150	Western
Reiki Level 2 w/ Tyann Linden	8	Sunday 9 a.m. - 5 p.m.	11/18/2012	\$150	Elective

## **Enrollment Information**

**The following policies apply to all courses offered in this catalog:**

### **Prerequisites for Enrollment:**

To be eligible for admittance an applicant must be 18 years of age or older with a High School diploma, a GED, or be able to successfully pass a standardized examination designed to determine the applicants ability to participate in this course. This examination will be administered by an independent agent at no cost to the applicant. The applicant must be in good health and have no criminal convictions. **Applicants will be encouraged to receive a full body massage from a professional therapist of their choice prior to admittance. The applicant is required to file a completed application, tour the school, and a interviewed.**

Applicants may be enrolled up to the starting date of the course. Inclusion in the class is dependent on space availability and acceptance by the director. Interviews are scheduled on the first come first served basis. Each person is accepted only if, in the school's opinion, the individual has the possibility of success in the chosen class. Due to the intensive format of the class, and other requirements unique to massage instruction, acceptance is not guaranteed. All applicants are reviewed by the school staff. Selection criteria are oriented toward ensuring class unity. At the time of interview, the applicant will submit a non-refundable \$150.00 registration fee along with a completed enrollment form in order to be considered for inclusion in the course, if the application is not admitted, the registration fee will be returned in full.

500 hour students may enter the 500 hour program at any time of the year, after completing CHI's 200 - Hour Massage Practitioner Program. Or, graduates of another 200 - hour state approved school are eligible to apply to this program.

### **Insurance:**

The school suggests each student to have student liability insurance. This liability insurance covers the student 24 hours/day, whether in school or outside school as long as the student is doing work related to curriculum and not being paid for services rendered.

### **Notice Concerning Transferability of Credits/Hours Earned at our Insitution**

The transferability of credits you earn at CHI is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma or certificate) you earn at CHI is also at the complete discretion of the institute to which you may seek to transfer. If the (credit, degree, diploma 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 or all of your coursework at the 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 CHI to determine if your (credits, degree, diploma or certificate) will transfer.

## **Student Services**

California Holistic Institute has a small lending library where students have the opportunity to reference various books and materials related to their educational needs.

### **Table Rental:**

Students may rent a massage table and head cradle at a fee of \$25 per 48 hour period.

## **Student Housing**

California Holistic Institute is a non-residential institution. There are no dormitory facilities available on the premises. Students have the responsibility to find their own housing. California Holistic Institute does not aid in this process.

The school is located near a college campus so there is potential for room or house rentals in the area, but availability and costs are not provided by California Holistic Institute. Prospective students may contact San Luis Obispo Chamber of Commerce for information on local publications that carry housing and rental information.

## **Previous Training**

California Holistic Institute does not recognize or grant credit for courses of massage involving correspondence (through-the-mail) instruction. Additionally, no more than 50 percent (100 hours) of the total 200 hours of the massage certification class may be allowed for previous equivalent education or training and only at the discretion of the director of the school. Credit will be allowed only with presentation of documentation of previous training. This information will be in the student's permanent record and the length of the massage course will be shortened proportionately.

## **Experiential Learning:**

California Holistic Institute does not award credit for prior experiential learning.

## **Attendance Requirements**

Attendance is required and recorded. Students are expected to attend classes as scheduled just as they would be expected to be present for work. In the massage Certification Course, no student may miss more than 24 hours. Greater than 12 lecture hours absence must be made-up by individual tutoring at an additional cost. The student must arrange make-up class work with an individual instructor for a fee of \$30.00 per hour. Practicum hours missed may not exceed 12 hours and will be made up with additional documented out of class supervised practical experience. Other courses will have other attendance requirements depending on the length of course.

Absence- Absence will be considered as excused under the following circumstances: Students notify instructors or school before class and have a valid reason to absent.

Tardiness- Tardiness is a disruption of a good learning environment and is to be discouraged. Tardiness without legitimate reason on three occasions in class will be considered as one unexcused absence.

Interruption for Unsatisfactory Attendance- Students with three unexcused absences in any class will receive written notification of academic probation for a period of one month. Any unexcused absences during such probationary period will be cause for interruption/ dismissal of the student from the training program.

Leave of Absence- written requests for a leave of absence will be considered and such leaves may be granted to students at the discretion of the school director.

**Tutoring:**

Tutors will be made available at \$30.00 per hour for individual or a group of students,(with student costs shared) if academic progress is not satisfactory.

**Record Retention:**

Students are cautioned that state law requires this educational institution to maintain school and students records for only five-year period since massage laws change and vary from state to state students are advised to keep up to date records on all attended including classes after certification.

**Grading and Policies****Progress/Grading System:**

The schools grading system is as follows: PASS 70% or greater, Fail 69% or below Students will be quizzed on theoretical information weekly. Practical application grading is based on demonstration of skill during class hours with ongoing instructor evaluations. At mid-term there will be a ½ hour evaluation applying learned massage techniques to the back of the body. At the end of the course a full body 1 hour and 15 minute practical exam will be administered. Students must achieve 70% or greater in both theoretical and practical scores in order to pass the courses.

**Conditions for Unsatisfactory Progress:**

Three progress reports will be given during the program to notify students of attendance and performance status. When the grade average of a student is unsatisfactory for a calendar month, the student will be placed on probation. If, during the next month, the student's grade average is still unsatisfactory, the student may be dismissed.

The document to be issued upon satisfactory completion of the course is a certificate. This certificate will not be issued until tuition is paid in full, all library books and material are returned and attendance requirements have been fulfilled.

**Student Conduct Policy:**

At the discretion of the school administration, a student may be dismissed from school for an intoxicated or drugged state, possession of drugs or alcohol upon school premises, behavior creating a safety hazard to other persons at the school, disruptive behavior that interferes with the learning process of other students, any behavior that does not conform to rules and regulations of the school, excessive absences and tardiness.

**Conditions for Re-enrollment:**

Re-enrollment or re-entrance will be approved only after evidence is shown to the director's satisfaction that the conditions, which caused the dismissal, have been rectified.

### **Student Complaint Procedure**

If a student should have a complaint that cannot be resolved, the student should contact Marian Martinho. Marian is the Director of the school and is available by appointment. Marian will investigate, interview and review documents that may relate to the complaint. The student may file the complaint in writing or in person to any personnel or staff. If it is not responded to within a reasonable time the student must be advised to put it in writing. The facilities administrator will then notify the student in writing of the complaint disposition.

The complaint will be recorded, a summary of the complaint and its disposition, then logged in the complaint file. Marian will determine if the complaint will be rejected. If the complaint is valid, any students that have been affected by the same or similar incidences will be provided a remedy. Policies and procedures would then be implemented to avoid similar circumstances in the future.

### **Non-Discrimination Policy**

California Holistic Institute does not discriminate on the basis of sex, ethnic origin, race, religion or sexual orientation in its educational programs which it operates, and is prohibited from such discrimination by law. This practice of non-discrimination also extends to employment by the school and the administration of students in programs and activities operated by the school. Federal sexual harassment guidelines have been adopted as part of the school policies.

### **Placement Assistance**

California Holistic Institute does not provide any formal placement service. Placement assistance may be provided through our informal network with employers. We gladly recommend students who have demonstrated their proficiency. However, it is understood that the school cannot promise or guarantee employment to any student or graduate, as the massage certification class offered herein is vocational in nature.

### **Buyer's Right to Cancel**

A student has the right to cancel the enrollment agreement at any time and obtain a refund if he/she completed 60% or less of the total course hours.

To cancel the agreement the student must complete the Notice of Cancellation/ Withdrawal form which will be provided at the time the agreement is signed. The student has to complete the form with the date and his/her signature and hand it to the school's official or mail it. **The effective data for the refund calculation will be the date the Cancellation form was handed or postmarked (if mailed).** Any refund will be made no later than 30 days of that date. Any equipment pertaining to the school must be refund within 10 days of the cancellation date or the school will subtract the amount from the refund. Any textbook purchased by the student can be returned and refunded only if in perfect condition. STRF and Registration fee are non-refundable. The Cancellation/ Withdrawal form must be handed, delivered or mailed to:

**California Holistic Institute  
11555 Los Osos Valley Rd., Ste. 207  
San Luis Obispo, CA 93405**

**REMEMBER YOU MUST CANCEL YOUR ENROLLMENT IN WRITING.** You do not have the right to cancel it by phone or by not coming to classes.

**IF YOU HAVE ANY COMPLAINTS, QUESTIONS, OR PROBLEMS WHICH YOU CANNOT WORK OUT WITH THE SCHOOL, WRITE OR CALL THE BUREAU FOR PRIVATE POST -SECONDARY AND VOCATIONAL EDUCATION ; 400 R STREET, Suite 5000, SACRAMENTO, CA 95814 MAILING ADDRESS: P.O. BOX 980818, WEST SACRAMENTO, CA 95798-0818 PHONE: (916) 574-7720**

### **Refund Policies**

The student has the right for a full 100 percent refund of all charges less the amount of \$150.00 for the registration fee if he/she cancels the enrollment agreement in writing prior to or on the first day of instruction.

In addition, a student may withdraw from the course after instruction has started and receive a pro rata refund for the unused portion of the tuition and other refundable charges if the student has completed 60% or less of the instruction. Malpractice insurance and registration fee are non-refundable. Textbooks can be returned and refunded only if are in perfect condition. Students who completed more than 60% of the course are not entitled to a refund of tuition paid to the date of withdrawal.

### **Pro Rata Refund Policy Example:**

If the student completed 60% or less of the course before withdrawing, the refund shall be a pro rata refund. For example, the tuition fee of \$1,100.00 minus \$100.00 (registration fee) = \$1,000.00. Divide this figure by the 200 class hours. The quotient of \$ 5.50 is the hourly charge for this program. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total hours attended by the hourly charge for instruction plus the amount of the registration fee.

Example:

If 100 hours are completed then  $100 \times \$5.00 = \$ 500.00 + \$100.00$  (registration fee) = \$ 600.00.

This is the amount the student owes the school. Refunds will be made no later than 30 days after the cancellation date if the student is not eligible for protection under and recovery from the Student Tuition Recovery Fund.

### **Withdrawal Procedure**

**A student must terminate his/her enrollment in writing.** The actual day of cancellation is the date the school received the cancellation form in person or the date postmarked (if mailed). The refund calculation is done from the date of the form **WHETHER OR NOT THE STUDENT WAS IN ATTENDANCE**. Any refunds due will be no later than 30 days.

### **Additional Charges**

Any Student who does not complete a course within the allotted contract enrollment period will be charged at the same hourly rate for any additional time required for completion. Exceptions will be made for approved Leaves of Absence or changes in status are approved upon written request of the school for extended illness of the student; birth or death in the student's family, or other reasons deemed legitimate by the school and which can be substantiated in writing. Normal enrollment periods provide arguable allowance for limited excused absences.

### **Materials**

All textbooks and training materials for the course selected will be supplied by California Holistic Institute at the stated charges. Lost, damaged, or stolen items will be replaced at the expense of the student. Once purchased, books and other materials become the property of the student. The school accepts book returns only if the student withdraws and the books are in perfect condition.

### **Returned Check Fee**

Students making tuition payments with checks of insufficient funds will be charged \$25.00 and required to pay balance when due in cash or with certified checks.

### **English as a Second Language**

California Holistic Institute offers classes in English only. Students must have a high school level English proficiency.

## **Student Tuition Recovery Fund**

California law requires that, upon enrollment, a fee be assessed for the institution in relation to the cost of tuition (Education Code Section 94945). These fees support the California Legislature to reimburse students who might otherwise experience a financial loss as a result of untimely school disclosure, the institutions breach or anticipatory breach of the agreement for the course of instruction, or a decline in the quality or value of the course of instruction within the 30-day period before the institutions closure. Students may be reimbursed by STRF only for prepaid but unused tuition money. Institutional participation is mandatory.

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

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

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

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

It is important that students keep a copy of any enrollment agreement, contract, or application to document the total amount of tuition paid, and records which show the percentage of the course that has been completed. Such records would substantiate claim for reimbursement from the STRF. To be considered, claims must be filed within 60 days following school closure. For further information or instructions, contact:

**Bureau for Private Postsecondary & Vocational Education**  
**P.O. Box 980818**  
**West Sacramento, CA 95798-0818**  
**(916) 574-7720**

## **Student Loans**

California Holistic Institute does not participate in federal and/or state financial aid programs.

If a student obtains an outside 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. California Holistic Institute does not offer a student loan program.

## **Instructors**

**Marian Martinho** is a state certified instructor of massage therapy with over 16 years of experience in the healing arts profession. She has taught massage therapy for over eight years at California State University, Fresno. Also, she has taught various massage therapy courses for eight years at a BPPVE approved school.

Ms. Martinho has worked as a sole proprietor in the massage profession, and has worked closely with physical therapists, and chiropractors. She owned the California Massage & Wellness Center in Fresno for two years. The center has six massage therapists all who practice various forms of massage and body work. She is very energetic and is passionate about sharing her knowledge and experience to others.

**Joanne Mapalo** is a state certified instructor of massage therapy teaching in both our 200 and 500 - hour programs. She has practiced massage therapy for over eight years. She instructed for three years and was an Associate Director for a massage school in Southern California before moving back to the Central Coast. Some of her specialties in massage include: Sports Massage, Pregnancy & Infant massage, Shiatsu, Deep Tissue and Reflexology. Joanne is excited about the opportunity to teach and share her knowledge with others.

**Sue Torrey** is a state certified instructor of massage therapy with over 600 hours of training in bodywork and massage therapy. She is a proud graduate of the very first massage class at California Holistic Institute (2004).

Sue has long had an interest in and enthusiasm for mind/body as an integral whole, and has experienced healing in her own life and in the lives of others. Although she is a registered nurse with over 20 years of experience in acute care nursing on the Central Coast, she is a believer in the use of alternative therapies and the exploration of the spiritual and energetic dimensions of our own life experience, and of our connections with each other and the world around us. She sees health as a question of balance in which all that we touch with our bodies, our minds and our spirit plays a part. She shares with her students her belief that we are always doing energy work when we are working with others.

She currently teaches the 200 hour massage practitioner program (Atascadero, days) and the Anatomy, Physiology and Kinesiology in the 550 hour program. She loves teaching and sharing her knowledge, her enthusiasm for our amazing bodies, and her love of the many ways of connecting energetically with others.

## **Notice of Student Rights**

1. You may cancel your contract for school, without any penalty of obligation on the fifth business day following your first class session as described in the Notice of Cancellation form that will be given to you on the first day you go to class.

Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.

2. After 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. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.
3. If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary and Vocational Education at the address and telephone number printed below for information.
4. If you have any complaints, questions, or problems which you cannot work out with the school, write or call:

**Bureau for Private Postsecondary and Vocational Education  
P.O. Box 980818  
West Sacramento, CA 95798-0818**

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.ca.gov](http://www.bppe.ca.gov) , Phone - 888-370-7589, Fax: (916) 263-1897.

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 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) )