



Burke Williams

ACADEMY OF
MASSAGE THERAPY

School Catalog

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This catalog is valid from 1/1/17 through 12/31/17

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PHILOSOPHY

Our philosophy at Burke Williams Academy of Massage Therapy (“BWA”) is that education blossoms when exceptional training is combined with highly motivated students. Our focus is practical, scientific, and centered upon student progress and achievement.

MISSION & PURPOSE

Our mission at Burke Williams Academy of Massage Therapy is to provide the best quality Massage Therapy training to highly motivated students. Our purpose is to create qualified graduates who gain CAMTC Certification and are excited by the prospect of immediate employment in a professional Massage Therapy environment.

EDUCATIONAL OBJECTIVES

Burke Williams Academy of Massage Therapy is dedicated to graduating highly qualified Massage Therapists who are able to:

- Practice with confidence and quality
- Be professional and represent the profession well
- Understand and adhere to the boundaries of practice
- Always show respect and care for clients and patients
- Communicate effectively with other professionals

HISTORY

Burke Williams Academy of Massage Therapy obtained its approval from the Bureau for Private Postsecondary Education (BPPE) in 2015, and was established then as an institution able to provide high quality training in Massage Therapy and other related fields.

FACILITIES & EQUIPMENT

The school occupies approximately 5,185 square feet of a professional facility in Los Angeles, California, accessible to major freeways. BWA has three large classrooms fully equipped with program-specific equipment, including air conditioning, flat-screen monitors, state-of-the-art massage therapy tables, plastic skeletons and anatomical charts. Remaining area is comprised of staff offices, reception area, student breakroom, library, and kitchen. Ample free parking is available on premises.

For hygienic reasons, students are individually responsible to provide their own clean linens (sheets and towels) for class. Students are also responsible for purchasing the required textbooks and core materials for the program. BWA provides the use of iPads on campus. The physical premises of the school can accommodate a maximum of two hundred (200) people at one time. Enrollment is limited to ensure a productive student to teacher ratio.

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

LIBRARY & LEARNING RESOURCES

BWA provides a digital Internet-based program-specific library available for student use on school premises during regular business hours. Library access is provided electronically through individual student Apple iPads provided for student use on school premises. Library access is provided at no additional cost.

SUPPLIES

Massage tables, oil, and limited supplies are provided to BWA students for use on school premises during regular business hours.

CLASS SIZE

Class sizes are limited to a maximum of twenty four (24) students per day or evening section in order to guarantee an optimal student to teacher ratio. A waiting list is offered when classes fill.

CLASS LOCATION

Classes are held on school premises at the address indicated on the Catalog front cover. BWA does not currently offer online or distance education in any form.

CLOCK HOUR DEFINITION

One clock hour for the purpose of calculating program hours on the transcript is defined as 50 minutes of theoretical or practical instruction and 10 minutes of rest time. All classes are calculated based upon a 60 minute clock hour. Clock hours of attendance are awarded incrementally as the course is completed. Partial credit is not granted for incomplete courses.

CALIFORNIA CERTIFICATION REQUIREMENTS

While certification through the California Massage Therapy Council (“CAMTC”) is technically a voluntary option for Massage Therapists who wish to practice in California, CAMTC certification is advised and necessary for most practical purposes. CAMTC requires the following for certification:

1. Minimum of five hundred (500) hours of massage therapy training from a BPPE approved school (such as BWA).
2. At least one hundred (100) of the five hundred (500) hours must be from training in Anatomy & Physiology, Contraindications & Pathology, Business & Ethics and Health & Hygiene.
3. Passing of the MBLEx.
4. Official transcript from a BPPE approved school (such as BWA).
5. Passing a live-scan fingerprint evaluation provided by the Department of Justice.
6. Submission of valid photo identification.
7. Fee of one hundred fifty dollars (\$150.00).

Burke Williams Academy of Massage Therapy (“BWA”) provides Massage Therapy students with sufficient preparation to apply for the voluntary 500 hour Massage Therapist statewide certification available through the California Massage Therapy Council (CAMTC).

HYGIENE, DRESS CODE & DRAPING

BWA insists upon a professional training environment at all times. While learning massage therapy, students alternate between the roles of therapist and client; and hygiene, dress code, and draping policies are strictly enforced. Regarding hygiene, hands must be cleaned properly prior to performing massage. Regarding dress code, open-toed sandals and bare feet are prohibited, and students must be in uniform at all times. Regarding draping, the client is properly covered and modesty must be preserved at all times.

INTERNATIONAL STUDENTS

Burke Williams Academy of Massage Therapy does not currently participate in federal programs that authorize a school to accept international students for training.

LANGUAGE OF INSTRUCTION

The language of instruction at Burke Williams Academy of Massage Therapy is English, and educational programs are taught in no other language at this time. BWA does not provide English language services such as ESL training. English language proficiency is determined through the prospective student interview process conducted prior to admission. Students are required to provide evidence of a high school diploma or equivalent prior to admission.

HOUSING

Burke Williams Academy of Massage Therapy (“BWA”) does not have dormitory facilities under its control. Housing is available in a fifteen mile radius around the school and ranges from \$1,100.00 to \$2,000.00 per month for a two-bedroom one-bathroom accommodation according to Zillow.com. ***BWA is a small school that is unable to take responsibility for assisting a student in finding student housing.*** Prospective students are advised to locate and secure adequate living arrangements, transportation, and housing prior to enrollment.

PROGRAMS

MASSAGE THERAPIST

The five hundred (500) clock hour Massage Therapist program provides extensive practical and theoretical training in Swedish Massage, Deep Tissue, Prenatal Massage, Hot Stones, Body Mechanics, Anatomy and Physiology, Business and Ethics, Contraindications, and Health and Hygiene; thoroughly preparing the student for work in professional spa and massage therapy environments upon graduation.

This level of training is designed to ready the student for state certification through the California Massage Therapy Council (“CAMTC”), or for most individual city and county licensing requirements in California, and for entry level employment in spas, chiropractic and medical clinics, health clubs and beauty salons. Students are sufficiently trained to sit for the Massage & Bodywork Licensing Examination (“MBLEx”) examination in Massage Therapy while completing this program.

This training is limited to 24 students respectively in day and evening sections and is most often completed in approximately four months (15 weeks).

Graduation for this program requires documented completion of five hundred (500) hours of training, completion and passing of a final theoretical and practical examination, and passing of the MBLEx examination that leads to CAMTC certification in California. No internship or externship is required for completion of the 500 hour program.

Sequence and course hours for the Massage Therapist program are as follows:

subject	clock hours
MT 101 ANATOMY / PHYSIOLOGY / KINESIOLOGY	100
MT 103 CONTRAINDICATIONS & PATHOLOGY	25
MT 105 HEALTH & HYGIENE	10
MT 107 BUSINESS & ETHICS	40
MT 109 SWEDISH MASSAGE & BIOMECHANICS	150
MT 111 DEEP TISSUE	100
MT 113 PRENATAL MASSAGE	25
MT 115 HOT STONES	25
MT 117 SPA ESSENTIALS	25
TOTAL SCHEDULED SUPERVISED CLOCK HOURS	500

COURSE DESCRIPTIONS

Definitions: A class is a component of a course, and several classes make up a course. A course is a component of a program, and several courses make up a program. Classes are typically several hours to several days in duration. Courses are typically several weeks to several months in duration. A typical class is one to four hours in duration.

MASSAGE THERAPIST

The order and sequence of courses to complete the “Massage Therapist” program is as follows:

MT 101 ANATOMY / PHYSIOLOGY / KINESIOLOGY 100 Clock Hours (70 Hours A&P)

This course introduces students to anatomy, physiology, kinesiology and pathology related to the body systems, including orientation to the human body including the body as a whole (anatomy and physiology of cells and tissues), support and movement (skin and musculoskeletal systems), communication, control and integration (sense organs, and nervous and endocrine systems), transportation and defense (cardiovascular, lymphatic and immune systems), respiration, nutrition and excretion (respiratory, digestive and urinary systems), and reproduction and development (male and female reproductive systems, genetics and heredity). Students gain an introductory foundation in kinesiological principles including agonist and antagonist relationships of muscle and the concept of synergistic muscular action. Students conclude this module with an understanding and appreciation for the core systems that contribute to the structure and function of the human body.

MT 103 CONTRAINDICATIONS & PATHOLOGY 25 Clock Hours (15 Hours Contraindications)

Contraindications to the application of massage therapy are examined and discussed in detail, including endangerment areas and medications adverse to massage. Basic pathological processes are examined at the cellular and whole body levels. The inflammation reaction is discussed and related to the formation of trigger points and tight patterns of musculature. Common disease conditions of the skin, internal organs, and all body systems relevant to massage therapy are examined. Different vectors of contamination and production of disease are looked at from a holistic perspective. Special populations are considered. Students gain an appreciation for the healing process and beneficial effects of massage.

MT 105 HEALTH & HYGIENE 10 Clock Hours

Good hygienic practices such as keeping clean hands and linen, and using hypoallergenic oils are essential to a healthy massage practice. Standard precautions, infection control, therapist hygiene, and disease processes are discussed in detail. Students complete this module by committing to memory a short checklist of hygienic questions to ask themselves and clients on a routine basis. Safeguards against transmission vectors for disease are emphasized.

MT 107 BUSINESS & ETHICS 40 Clock Hours

Basic training in proper goal setting, ethical marketing, and client record keeping is covered in this module. Students are taught the importance of obtaining and maintaining credentials, adhering to laws and regulations, ethical principals, standards of ethical practice, and compliance with the Massage Therapy Act applicable to CAMTC certified professionals. Students acquire a quick overview of skills needed to begin and promote a successful massage practice in the spa, clinic, and other professional business environments. Students end this module with a good grasp of skills needed to function well in a spa environment and begin and promote a successful massage therapy practice.

MT 109 SWEDISH MASSAGE & BIOMECHANICS 150 Clock Hours

The Swedish Massage course introduces and emphasizes core concepts in massage therapy, including massage history and theory, basic nutrition, hydrotherapy, and CPR and first aid. Practical components of training emphasize the fifty-minute full-body Swedish massage sequence and four basic Swedish massage strokes: effleurage, petrissage, friction, and percussion, and several variations of each. Proper body position and biomechanics are well integrated into the actual practice of massage. Selection of a massage table suitable for practice is also discussed. Basic anatomy of the integumentary, muscular and skeletal systems is also reviewed. Students end this course very proficient in basic techniques and able to confidently administer a fifty-minute Swedish massage in a spa, clinic, or other professional business environment.

MT 111 DEEP TISSUE 100 Clock Hours

An in-depth study of deep tissue techniques and introduction to the use of knuckles, elbows and thumbs to apply directed, increased pressure as needed. Various similar forms of deep-tissue therapy are discussed and evaluated. Students are taught elements of a ten-session program of body assessment and myofascial release, emphasizing postural changes and integration of proper movement patterns. Deep Tissue as applied in a spa environment is emphasized and students end this module confident in the integration and application of deep tissue massage techniques in conjunction with Swedish massage.

MT 113 PRENATAL MASSAGE 25 Clock Hours

Prenatal massage is the study and application of specific massage therapy techniques designed to assist and benefit a woman at various stages during her pregnancy. Common conditions and complications such as low-back pain, varicosities, morning sickness, etc., are discussed and considered. Special emphasis is placed upon draping techniques and client comfort. Students finish this course with an appreciation for the process and changes that occur during pregnancy, and understand the indications and contraindications for performing massage therapy upon a pregnant woman during her first, second, and third trimesters, prior to delivery.

MT 115 HOT STONES 25 Clock Hours

The application of hot and room temperature stones as an adjunct to massage therapy has become popular as a method to enhance Swedish, Deep Tissue or other forms of massage. Students learn the indications and contraindications to applying heated stones in particular patterns, and complete this module with confidence in the application of hot stones in a spa or clinic setting.

MT 117 SPA ESSENTIALS 25 Clock Hours

This course is specific to working in a luxury day spa environment, and explores spa structure and function, customer service, and spa products from a theoretical and practical perspective. The bulk of training is devoted to integration of various massage techniques such as Swedish Massage and Deep Tissue Massage, in order to develop flexibility and physical endurance in a luxury spa environment, with additional emphasis placed upon body biomechanics, self-care, and injury prevention for the massage therapist. Upon completion of this course, students have gained the ability to function professionally, safely, and effectively in a luxury spa environment.

TUITION AND FEES

MASSAGE THERAPIST

Burke Williams Academy of Massage Therapy (“BWA”) charges \$20.37 per clock hour for the Massage Therapist program tuition, in addition to books, supplies and equipment. Burke Williams, Inc., the parent company of Burke Williams Academy of Massage Therapy, offers a unique Reimbursement and Service Agreement program for qualified BWA students. Please ask about the Burke Williams Reimbursement and Service Agreement program.

The period of attendance for the Massage Therapist program is the entire program. The fees and charges for the period of attendance are therefore identical to the fees and charges for the entire program.

	Registration fee (non refundable)	100.00
(500 Clock Hours)	Tuition costs	10,185.00
	MBLEx Preparation Tools	125.00
	MBLEx Examination	195.00
	CAMTC Certification	150.00
	LiveScan Fingerprinting.	75.00
	Books	170.00
	Supplies (Linen)	85.00
	Equipment (Massage Table)	200.00
	STRF	0.00
	Total Investment.	\$11,285.00

Please note: Tuition may change once per year in the sole discretion of the school. Once enrolled in a program, the student’s tuition for that program shall remain constant, so long as student satisfactory academic progress is maintained. If a student discontinues a program for any reason, and is readmitted to a new program start, then tuition and fees related to that new program start become applicable.

FINANCIAL AID

REIMBURSEMENT AND SERVICE AGREEMENT

The Burke Williams Reimbursement and Service Agreement (“BWRSA”) provides a unique opportunity for qualified students to participate in corporate sponsored financial aid. Burke Williams has created a program of tremendous benefit to qualified students, allowing eligible individuals the opportunity of immediate employment in a Burke Williams spa after graduation, and upon proof of passing the MBLEx and receipt of CAMTC certification.

According to the BWRSA, tuition is deferred completely while the student is in attendance, and for a nine (9) month period after graduation. Burke Williams offers a zero percent (0.00%) interest rate student loan to qualified students, that is substantially better than federal loans offered through traditional accredited educational institutions.

Upon graduation from the program and gaining certification through the California Massage Therapy Council (“CAMTC”), the student is provided the opportunity for continued employment by Burke Williams, as a Certified Massage Therapist.

If the student chooses not to work at Burke Williams upon graduation according to terms specified in the BWRSA, then tuition becomes due and payable according to the BWRSA.

FEDERAL FINANCIAL AID

Burke Williams Academy of Massage Therapy (“BWA”) is an institution approved by the Bureau for Private Postsecondary Education (“BPPE”). BWA is not accredited by an accrediting agency recognized by the United States Department of Education, and does not participate in federal or state financial aid programs.

However, BWA offers a form of Financial Aid to qualified students that provides terms much more advantageous to the student when compared to the terms of student loans offered through traditional federal and state financial programs.

We invite you inquire about our unique student financial assistance program.

FACULTY (INSTRUCTORS)

Amie Kelbing, B.F.A., C.M.T.

Amie Kelbing is a CAMTC Certified Massage Therapist (#22923) who completed her core massage therapy training in 2011. Amie has had a lifelong interest in massage therapy, and since becoming CAMTC certified, has worked at Burke Williams where she specializes in Deep Tissue, Hot Stone and Thai massage. Amie's other areas of wellness expertise include healthy cooking and yoga. She also holds a bachelor of fine arts in Film and Television from Savannah College of Art and Design. Amie teaches several subjects that make up the core program at Burke Williams Academy of Massage Therapy, including Health & Hygiene, Business & Ethics, Swedish Massage & Biomechanics, Deep Tissue, Prenatal Massage, Hot Stones, and Spa Essentials.

Guadalupe Giampiccolo, B.A., C.M.T.

Guadalupe "Lupe" Giampiccolo is a CAMTC Certified Massage Therapist (#35478) who completed her core massage therapy training in 2012. Lupe earned her bachelor of arts in Communications with a minor in Health Science from California State University, Fullerton. Lupe's strong passion for health and wellness began early in life through her involvement in sports. As an athlete she learned to appreciate bodywork as a means of improving performance. She enjoys the outdoors, cooking and being with friends and family. Lupe teaches all components of the BWA Massage Therapy program, including Anatomy & Physiology, Contraindications & Pathology, Health & Hygiene, Business & Ethics, Swedish Massage & Biomechanics, Deep Tissue, Prenatal Massage, Hot Stones, and Spa Essentials.

Ridhdhi Gordhan, B.S., C.M.T.

Ridhdhi Gordhan is a CAMTC Certified Massage Therapist (#7368) who completed her core massage therapy training in 2007. Ridhdhi began her journey in Holistic Health at age 13 after attending a Reiki seminar with her grandfather in India. In 2004, She obtained her bachelor's degree in Nutritional Science from CSULA in Los Angeles, California, and also studied neuro-structural bodywork at Kali institute. She received attunement in Master level training in Reiki in 2008. Ridhdhi teaches all components of the BWA Massage Therapy program, including Anatomy & Physiology, Contraindications & Pathology, Health & Hygiene, Business & Ethics, Swedish Massage & Biomechanics, Deep Tissue, Prenatal Massage, Hot Stones, and Spa Essentials.

Amy Ascencio, C.M.T.

Amy Ascencio is a CAMTC Certified Massage Therapist (#60753) who completed her core massage therapy training in 1991. Amy has over twenty five (25) years of experience in the field of Massage Therapy and has an extensive background teaching anatomy and physiology at the University of California, Santa Cruz, and at the Twin Lakes College of the Healing Arts, also in Santa Cruz, California. Ms. Ascencio is an experienced Massage Therapist and educator who teaches all components of the BWA Massage Therapy program, including Anatomy & Physiology, Contraindications & Pathology, Health & Hygiene, Business & Ethics, Swedish Massage & Biomechanics, Deep Tissue, Prenatal Massage, Hot Stones, and Spa Essentials.

Paul Schwinghamer, D.C., M.A.

Dr. Paul Schwinghamer has been involved in the field of Massage Therapy since 1975. He completed his Doctorate in Chiropractic at Los Angeles College of Chiropractic in Whittier, California, in 1987. Dr. Schwinghamer also holds a master's degree in Counseling Psychology from Ryokan College, in Culver City, California. Dr. Schwinghamer has over twenty-six (26) years of experience combined in operating an ACCSC accredited and BPPE approved vocational school, and directing, managing, developing, and teaching massage therapy programs. Dr. Schwinghamer is the School Director for Burke Williams

Academy of Massage Therapy, and oversees all operations of the school. Dr. Schwinghamer also enjoys teaching Anatomy & Physiology, Pathology, and Business & Ethics.

OPERATING SCHEDULE

Burke Williams Academy of Massage Therapy is open five days per week, Monday through Friday as follows:

Office Hours: Mon - Fri 7:00 a.m. to 2:30 p.m.

The Massage Therapist program is a sequential fifteen (15) week program with approximate monthly starts, offered in daytime and evening sessions, beginning eight (8) times per year, approximately every five or six weeks.

Courses are normally scheduled on the basis of enrollment, with a minimum of twelve (12) students required per course. In the unlikely event that a course is canceled due to low enrollment, the student will be automatically enrolled for the next course start date. When applicable, students participating in continuing education classes or seminars will be offered a complete refund of tuition and registration fees for the class or seminar in the event of cancellation.

Important scheduling information (operating hours, holidays, vacations, class schedules and revisions) will be announced to students in advance. Holidays observed by BWA include New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving, and Christmas.

PROGRAM SCHEDULE & CHANGE POLICY

Program starting dates are as posted in the school's catalog. A "Program" at BWA is made up of individual "Courses" that in turn are made up of individual "Classes". BWA may alter its schedule of classes on occasion according to need or circumstance, and in such case will notify students by letter, by posted notice, or by text, email, or telephone as appropriate. Currently enrolled students shall incur no additional expense as a result of program modification, course changes, or class schedule changes. Program modifications shall always remain consistent with the stated educational objectives of the Program.

APPROVAL DISCLOSURE STATEMENT AND COMPLAINT POLICY

Burke Williams Academy of Massage Therapy ("BWA") is a private institution approved to operate by the Bureau for Private Postsecondary Education ("BPPE"), pursuant to the California Private Postsecondary Education Act of 2009 (California Education Code, Title 3, Division 10, Part 59, Chapter 8). BWA is approved for the following program:

MASSAGE THERAPIST 500 clock hours

Instruction is in residence with facility occupancy level accommodating 200 people at any one time. 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. Prospective enrollees are encouraged to visit the physical facilities of BWA and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements.

The school asserts that it has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

Burke Williams is committed to providing an environment that is free of discrimination and harrassment.

Persons seeking to resolve problems, complaints, or grievances should first contact the instructor teaching the course. Requests for further action may be made to the school Director. Students who are Burke Williams employees should also refer to the Policy Against Harrassment and Discrimination.

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 at: 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, toll-free telephone Number: (888) 370-7589 or by fax (916) 263-1897.

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 - phone (916) 669-5336, or fax (916) 669-5337.

ADMISSION REQUIREMENTS

Admission is based upon student character, ability to satisfy financial commitments, ability to complete the course work as determined by submission of a completed BWA application form and personal interview with a BWA staff or faculty member, and potential for success upon graduation. An applicant must also:

- a. Be a high school graduate or equivalent
- b. Be at least eighteen years of age
- c. Be physically able to perform the essential functions of the job of massage therapy
- d. Have sufficient ability to comprehend and communicate in English

Burke Williams Academy of Massage Therapy accepts applicants without regard to age, sex, race, or personal beliefs. BWA may refuse applicants whom it deems are not well-suited or qualified for the program. BWA requires a high school diploma or equivalent from applicants as a condition to admission and does not currently offer a testing or admission option for ability-to-benefit students (students who do not possess a high school diploma or equivalent). No additional previous training is required for admission.

ADMISSION PROCEDURES

Students may enroll any time prior to the start of classes, though we do encourage applicants to enroll at least two weeks before starting dates in order to guarantee a place in class. Enrollment is limited to twenty-four (24) students per program start. After completing the application form, the applicant must schedule an interview appointment with a staff or faculty member. The applicant is notified of acceptance upon successful conclusion of the verbal and practical interviews, in person, by telephone, or by email.

VETERANS: Students receiving veterans benefits must have all prior education and training evaluated upon enrollment. Credit will be awarded where applicable with the program being shortened accordingly. Transcripts and evidence of evaluation will be kept in the veteran's file.

CREDIT TRANSFER POLICY

Upon enrollment, the student will be asked to list any previous education, training, or experience related to the proposed field of training. If relevant training is sufficiently thorough and relevant, and adequately performed as evidenced by passing grades on an official transcript or through other means in the discretion of BWA, appropriate credit may be allowed in the sole discretion of BWA, pending proper documentation and proof of study. Specifically, in order to qualify for transfer credit, the prior education must evidence

a grade point average of at least 3.0 or equivalent from an approved institution. Award for prior credit is typically provided at no additional tuition cost to the student, but is assessed on an individual basis in the sole discretion of BWA.

California regulation does not recognize or permit courses of Massage involving correspondence (through-the-mail) instruction. BWA does not accept hours from non-approved institutions. Additionally, no more than fifty percent (50%) of previous education and training, excluding training completed at BWA, may be granted toward completion of BWA's programs. BWA has not entered into an articulation or transfer agreement with any other school college or university.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Burke Williams Academy of Massage Therapy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in your course of study is also at the complete discretion of the institution to which you may seek to transfer. If the diploma or 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 Burke Williams Academy of Massage Therapy to determine if your diploma or certificate will transfer.

ATTENDANCE REQUIREMENTS

Students are expected to show for classes as scheduled. Attendance, including make-up classes, forms twenty percent (20%) of the course grade, and is incorporated into the course Percentage Grade (PG) that leads to the cumulative Final Grade Percentage (FGP). The following paragraph applies only to students who are not subject to the Burke Williams Reimbursement and Service Agreement:

Students must demonstrate one hundred percent (100%) attendance in each course that forms part of the educational program, including makeup hours. When individual course attendance falls below eighty percent during a two (2) week period, the student will be advised and placed on warning by the school registrar, and the student will have two (2) weeks in order to improve attendance. The course must be repeated if the course attendance remains below 80%, and a designation of "RPT" will appear next to the course on the program transcript. Students who demonstrate repeated absence, tardiness, or class cuts resulting in unsatisfactory academic progress may be dismissed from the program without warning, in the sole discretion of BWA.

In any case, students not on approved leave of absence and absent from class for a consecutive period of two (2) class days will be withdrawn from the program.

Absence: Unless excused, absence for a class will result in loss of class credit, to be regained through make-up classes or additional supervised instruction in the discretion of the instructor, in not more than one (1) month from the date of the absence. BWA may, in its sole discretion, choose to dismiss a student from the program when the student is absent for a twenty-four (24) hour period without notification to the school.

Tardiness: Coming late to class is very disruptive to the learning environment. Tardiness is defined as showing up more than five (5) minutes late for the beginning of a class. Students who arrive more than five (5) minutes late to class will not receive credit for missed time, unless approved in writing by the instructor. Continued tardiness is grounds for dismissal from the program in the discretion of the instructor.

Class Cuts: Class cuts will result in loss of class credit. Students who leave prior to the end of class may

receive partial credit for attending the class, in the discretion of the instructor. Excessive class cuts may result in immediate termination from the program.

Make-Up Work: Make-up work is assigned by the course instructor, in the instructor’s discretion, for loss of class credit due to absence or tardiness. Make-up work may take a form, in the instructor’s discretion, that ensures the student’s satisfactory progression and retention of information and skills required to make up the missed lectures or labs, and complete the course objectives. Make-up work must be supervised and must be completed in not more than one (1) month from the date of absence.

Leave of Absence: A student may request a three (3) day leave of absence (“LOA”) in the event of unforeseen life circumstances, such as jury duty, accident or illness, passing of an immediate family member, sudden loss of employment, or loss of childcare. Military duty, pregnancy, and unique circumstances may qualify for an extended LOA at the registrar’s discretion. An LOA must be documented in writing, and a “Leave of Absence Request” form must be signed and dated by the student, and approved by the registrar. BWA is under no obligation to approve the LOA request. Non-return from LOA results in dismissal and application of the school’s refund policy. The last date of attendance is defined as the last day that the student actually attended at least one hour of class.

CAMTC CERTIFICATION NOTICE: Applicants for CAMTC certification shall have attended 500 supervised hours total with 100 of those hours satisfying CAMTC specified subjects.

GRADING SYSTEM

The school uses a standard letter grading system ranging from A to F as follows:

Letter Grade	Percentage
A	90 - 100%
B	80 - 89%
C	70 - 79%
D	60 - 69%
F0 - 59%

A letter grade of “C” or better is required for students to graduate successfully from any program. The final grade for the program is obtained through a formula that takes into account the length of the course and the grade awarded for the course. In calculating the final grade, the course Clock Hours (CH) are multiplied by the course Percentage Grade (PG) to arrive at the course Quality Points (QP). The sum of QP for all courses attempted is then divided by the sum of CH for all courses attempted, to arrive at the Final Grade Percentage (FGP), which is then converted to a cumulative letter grade. The formula is: $tQP / tCH = FGP$, where tQP is total quality points, and tCH is total course clock hours.

If a student does not complete a course as scheduled, a change of status will occur, and the letters “INC” will appear on the student’s transcript to designate “incomplete.” A student is not permitted to graduate from the program of study when any required course shows an incomplete on the transcript. The designation “INC” will be replaced with “COMP” to show completion or graduation once the student has achieved satisfactory academic progress in the course. In addition, a student will not be permitted to graduate with a tuition balance due for the program of study, unless special arrangement is made in the sole discretion of BWA based upon the student’s credit worthiness.

STANDARDS FOR STUDENT ACHIEVEMENT

In order to demonstrate satisfactory academic progress and student achievement, students must attain a minimum cumulative letter grade of “D” or better at the end of the first 25% of the program, “C” or better by program midpoint, and “C” or better upon graduation. A minimum course letter grade of “C” or better

and minimum course attendance of one hundred percent (100%) or better, including supervised makeup hours, must be achieved in any individual course, or the student will be provided warning for a maximum one (1) month period, and then dismissed from the program in the discretion of BWA.

Students must complete the program in no more than one and one-half (1.5) times the program duration (excluding leave of absence), or shall be subject to academic withdrawal.

VETERANS: Progress will be monitored at the end of each course for all students receiving veterans benefits. If at the end of any given evaluation period the student's letter grade falls below "C", or if attendance falls below one hundred percent (100%) of scheduled program hours, the student will be placed on probation for the following evaluation period. If by the end of the probation period the student's letter grade is not raised to "C" or greater, or overall attendance is not raised to one hundred percent (100%) of scheduled hours, the Veterans Administration will be notified and benefits will be interrupted. Re-entrance Conditions: If the School Director determines that the conditions which caused the interruption have been rectified, the student will be eligible to receive benefits.

APPEALS

Decisions by the school regarding suspension, dismissal, attendance, grades, and transfer of credit may be appealed in writing by the student through submission of a completed "Student Appeal Form" to the BWA registrar. A student appeal will be resolved by the Registrar and School Director within five (5) days of the appeal, after review of the student's academic records and other supporting documentation as appropriate. Resolution by BWA of the student appeal is final and will result in either enforcement of the existing decision, or mitigation/reversal of the existing decision based upon the supporting documentation.

OFFICIAL TRANSCRIPT POLICY

Official transcripts are available upon request for a fee of \$20.00 per transcript, but only after the student has graduated and fulfilled all of his or her financial obligations to the school. One (1) official transcript is forwarded to CAMTC at no cost to the student, once the student successfully completes the entire program of study and satisfies all financial obligations to the school. Official transcripts may be released under unique circumstances prior to program completion in the sole discretion of the School Director.

CERTIFICATION

The document issued upon full payment of tuition, and demonstrated satisfactory academic progress and program completion, is a diploma in the field of study. A diploma is not an official transcript. A diploma will be issued only for programs that are listed as approved by the Bureau for Private Postsecondary Education. For example, the diploma issued for the Massage Therapy program will evidence completion of five hundred (500) hours of training and graduation as a "Massage Therapist."

Please note the following from CAMTC: Attendance and/or graduation from a California Massage Therapy Council ("CAMTC") approved school does not guarantee certification by CAMTC. Applicants for CAMTC certification shall meet all requirements as listed in California Business and Professions Code section 4600 et. seq.

CAMTC UNFAIR BUSINESS PRACTICES

The following is a direct excerpt from Section 4611 of the Massage Therapy Act, provided per CAMTC:

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.

RECORDS RETENTION

The school maintains student records for a minimum five (5) year period according to Section 94900.5 of the California Private Postsecondary Education Act of 2009.

STUDENT CONDUCT POLICY

In the discretion of the school administration, a student will be placed on probation or dismissed for intoxication or a drugged state of behavior, possession of drugs or alcohol upon school premises, possession of weapons upon school premises and behavior creating a safety hazard to other persons at the school, including but not limited to harassment or harm to fellow students or BWA faculty or staff.

A student may also be dismissed, in the sole discretion of BWA, for insubordinate behavior toward another student, BWA administrator, or BWA faculty member; untimely tuition payments, chronic tardiness, sexual misconduct, breach of client confidentiality, or other unacceptable behavior.

PROBATION & DISMISSAL POLICY

Student academic progress is assessed once per month by the school registrar based upon information in the BWA student database. When the academic progress of a student falls below the minimum standard after expiration of the warning period, the student may be terminated from the program, or will be notified in writing that he or she has been placed on probation for a two (2) week period. During the probationary period, the student is advised and instructed to make up or repeat course material in order to achieve satisfactory academic progress. The process for appeal of a student's satisfactory academic progress is described above under the heading, "Appeals."

The following three (3) paragraphs apply to all students:

1. A course may be repeated once, in the discretion of BWA, so long as the total program attendance time including course repeat time, does not to exceed one and one-half (1.5) times the duration of the program. Students who are repeating a course are allowed a maximum repeat course letter grade of "B". If the student is unable to maintain satisfactory academic progress after expiration of the probationary period, then dismissal from the program is effected in writing by the registrar and recorded in the student's file.
2. Dismissal of a student for any infraction mentioned in the "Student Conduct Policy" above is effected after one verbal and one written warning, or immediately as may warrant the severity of the situation. Once dismissed, a student may apply in writing for re-admission, and the student may, in the discretion of the School Director, be re-admitted to the program. Grounds for dismissal include without limitation, unsatisfactory academic progress, excessive tardiness, excessive absenteeism, failure to satisfy financial obligations to the school, insubordinate behavior, and failure to comply with school policies, rules and regulations.
3. Reinstatement after dismissal is considered only after the student is able to provide evidence to the School Director's satisfaction that conditions related to the dismissal have been remedied. Reinstatement

is possible from the effective dismissal date only during a period no greater than fifty percent (50%) of the normal program length. A student petitioning for reinstatement must do so in writing. The School Director's decision to reinstate, or not, is final. Voluntary Discontinuation: A student may drop from the program at any time, and is considered dropped the same day that confirmation of discontinuation is received by BWA either verbally or in writing from the student. Once the BWA Registrar verifies confirmation from the student of the student's desire to discontinue the program, the BWA Registrar issues a formal drop notice to the student within fifteen (15) business days.

CAREER PLACEMENT SERVICES

While the school provides every reasonable effort to assist students in finding employment, Burke Williams Academy of Massage Therapy ("BWA") does not guarantee employment. BWA enjoys a unique relationship with Burke Williams, Inc., in conjunction with our Massage Therapist program, to prepare students for employment in the Luxury Day Spa environment.

STUDENT SERVICES

Advising by faculty and administrative staff to discuss student progress or special needs is available by appointment. Counseling services, financial planning, and information on housing, childcare, and rehabilitation services are available by appointment for ability to benefit students. The institution does not have dormitory services under its control and does not provide housing services (availability and cost range of housing, etc.).

BWA offers free wireless Internet access to students during regular business hours, in addition to use of iPads on school premises for program-related study. The school offers ample free parking on premises.

PROGRAM TRANSFERS

Students who wish to progress in their training may transfer prior credits successfully completed at BWA into a more advanced program.

For example, a student who has successfully completed the BWA Massage Therapist program, may transfer those credits toward a future program of greater length, after completing a new entrance interview with a faculty member, signing a new enrollment agreement, and relinquishing to the school, the original certificate of completion from the prior program.

STUDENT RECORD PRIVACY POLICY

Burke Williams Academy of Massage Therapy ("BWA") is committed to maintaining the privacy of student records. A BWA student may request an Academic Progress Summary Report from the school Registrar in order to review the student's current academic standing.

A student in good standing may request that the school correct records believed to be inaccurate or misleading. Upon hearing the student's request for a correction to the record, and upon receiving evidence to support the correction, the school, in its sole discretion, may decide to implement or not implement a correction to the educational record. The School Director's decision in this matter is final.

Generally, the school requires written permission from the student before releasing any information from a student's record. However, BWA in its sole discretion, may disclose without consent to the following parties:

1. School employees who have a need-to-know
2. Other schools to which the student is transferring
3. Third parties including parents, who are paying for the student's education

4. Certain governmental officials in order to carry out lawful functions
5. Individuals who have obtained court orders or subpoenas
6. Persons who need to know in cases of health and safety emergencies

BWA currently does not publish a student directory, and therefore does not disclose “directory” type information (such as name, address, telephone number or email address) without student consent.

If you wish to be provided with an interim Academic Progress Summary Report, you should contact the School Registrar to arrange a time to review your academic progress. Your Academic Progress Summary Report will typically be available within ten (10) business days or sooner, from the day the school receives your request.

If you feel that a portion of your record contains inaccuracies or is misleading, you have the right to seek the amendment of your educational record, by submitting a written request to the School Director that clearly identifies the part of the record you wish changed, specifying why you feel your record is inaccurate or misleading. If BWA decides not to amend your record as requested, the School Director will notify you in writing of the decision.

CRIME PREVENTION

Burke Williams Academy of Massage Therapy promotes safety and crime prevention, and recommends that students, staff, and faculty use the following precautionary measures:

1. Do not leave any valuable personal property unprotected and unsupervised for any length of time on or off school premises.
2. Do not leave valuable property such as cell phones, wallet, purse, etc., in plain view in your unsupervised car, whether or not it is locked.
3. Engrave a personal identification number on your property to aid in its retrieval, if it is lost or stolen, and then found.
4. Park your automobile in a lighted area, and remember to lock your doors.
5. Avoid walking alone at night, and always enter the parking area with a friend.
6. Always be aware of your surroundings, and report any suspicious or unusual persons or circumstances as soon as possible to a BWA staff member.

DRUG-FREE SCHOOLS POLICY

The following information outlines the drug-free schools policy adopted and implemented by Burke Williams Academy of Massage Therapy (“BWA”):

The use of non-prescription drugs that are “controlled substances”, including but not limited to cannabis, cocaine, stimulants, alcohol and/or depressants will not be tolerated on the school premises, or at any school-sponsored function off the premises. Any student believed to be under the influence and/or possession of one or more of these substances will be suspended immediately, pending investigation of the incident. A student in valid possession of a medical marijuana recommendation is still subject to this policy and is prohibited from coming to school in an intoxicated or medicated state. Should it be determined that the student was under the influence and/or in possession, he/she may be advised and referred to a counseling facility or dismissed immediately from the school in the sole discretion of BWA.

Excessive use of alcohol and other drugs is a serious health problem that may also contribute to other physical and mental illness. Students and employees are required to inform the School Director upon

awareness of any other student or employee possessing, using, selling, or distributing illegal drugs on campus or at any school sponsored function. Students are responsible for the use of drugs prescribed to them, and are bound to the same academic standards, and socially acceptable behavior as is required of all students on school premises.

State and Federal law prohibits any unlawful possession or distribution of illicit drugs and alcohol. Violators of such laws are subject to fines and or imprisonment. Anyone engaging in such activity will be reported to the local authorities.

CANCELLATION

Cancellation notices shall be in writing. Withdrawal may be effectuated by the student's written notice or by the student's conduct, including but not necessarily limited to a student's lack of attendance. You are not officially considered a BWA student until you have attended your first scheduled class of instruction. Applicants or students may cancel the Enrollment Agreement as follows:

1. **Admission Rejection.** An applicant rejected for admission is entitled to a refund of all monies paid, including registration fee, if the applicant has paid a registration fee prior to rejection.
2. **Right to Cancel.** The student has the right to cancel the Enrollment Agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The registration fee in this case is not refundable. "Enrollment" is defined as the date that the Enrollment Agreement is signed by the student.
3. **Written Notice Required.** Cancellation will occur when the student gives written notice of cancellation to the School Manager or to the School Director at the following address: Burke Williams Academy of Massage Therapy, 1801 S. La Cienega; Los Angeles, CA 90035. This same address appears on the front of the School Catalog and at the head of the Enrollment Agreement.
4. **Written Notice Can Take Any Form.** The written notice of cancellation need not take a particular form, and however expressed, is effective if it states that the student no longer wishes to be bound by the Enrollment Agreement. A signed and dated notice of cancellation may be given by mail, hand delivery, or telegram.
5. **Effective Date of Written Notice.** If the cancellation is in writing, it is effective on the date of personal delivery or, if mailed, on the date postmarked. The school shall refund any consideration paid by the student within sixty (60) days after the school receives notice of cancellation.
6. **Return of Equipment.** Students who received equipment from the School must return any equipment received within thirty (30) days following the date of the Notice of Cancellation. If a student obtains equipment specified on the Enrollment Agreement as a separate charge, and returns it in good condition – allowing for reasonable wear and tear – within thirty (30) days following the date of student cancellation, the School will refund the equipment cost paid by the student. If the student fails to return the equipment within the thirty-day period, the School may retain the equipment cost paid by the student. The School will refund the portion of the proceeds exceeding the documented cost of the equipment within thirty (30) days following the equipment return period, after which the student may retain the equipment without further financial obligation to the School.

STUDENT LOAN REPAYMENT

If the student obtains a loan, 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 properly cancels the Enrollment Agreement and the student receives funding from a third-party source, the student is entitled to a refund of the money not

paid from the third-party source. In the case of third-party source refunds, the refunds will go directly to the third-party source. 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 program funds.

REFUND & WITHDRAWAL POLICY

1. **Withdrawal Period.** The student has the right to withdraw from a course of instruction at any time.
2. **Refund is Possible Only if sixty percent (60%) or Less of Instruction is Completed.** In the event of withdrawal or dismissal, the student has the right to receive a refund for the unused portion of the tuition and other refundable charges if the student has completed sixty percent (60%) or less of the instruction. No refund is due if greater than sixty percent (60%) of the program has been attended by the student.
3. **State Pro-Rata Refund Policy.** Burke Williams Academy of Massage Therapy (“BWA”) uses the state pro-rata refund policy for students who have completed sixty percent (60%) or less of the period of attendance.
4. **Payment Period Definition.** BWA calculates its refund based upon payment periods. A definition of the payment period at BWA is that programs of five hundred (500) hours or less constitute one payment period.
5. **Student is Responsible for Any Unpaid Balance.** Any unpaid balance that remains after this Refund and Withdrawal Policy has been applied to the state or institutional policy must be paid by the student to the institution or to the lender as applicable.
6. **Complaints.** 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.
7. **Refund is Due Within Forty Five (45) Days of Notification.** Any monies due the applicant or student will be refunded within forty five (45) days of the date of cancellation, withdrawal or dismissal.
8. **Initiation of Withdrawal.** A withdrawal is considered to have occurred on the earlier of, a) the date the student officially notifies the School of their intent to withdraw, or b) the point at which the student fails to meet the published attendance policies outlined in the school catalog. If a student received a loan for tuition, a refund will be made to the lender to reduce the student’s loan debt. If the amount of refund exceeds the unpaid balance of the loan, the remainder of the monies will be applied to any student financial aid programs from which the student received funding. Any remaining balance of funds will then be returned to the student. The refund computation will be based on the last date of student attendance.
9. **Withdrawal Due to Leave of Absence.** If students do not return following a leave of absence on the date indicated on the approved written request, refunds will be made within forty five (45) days from the date the student was scheduled to have returned. For purposes of determining a refund, the last date of attendance is used when a student fails to return from an approved leave of absence.
10. **Withdrawal Due to Prolonged Illness or Accident.** In cases of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the School may consider an alternative tuition repayment schedule.
11. **Textbook and Equipment Return / Refund Policy.** If the student obtains and returns unmarked textbooks, unworn uniforms or unused equipment within forty five (45) days following the date of the student’s cancellation, withdrawal or dismissal, the institution shall refund the charge of the textbooks

or uniforms paid by the student. If the student fails to return unmarked textbooks, unworn uniforms or unused equipment within forty five (45) days following the date of the student's cancellation, withdrawal or dismissal, the institution will calculate the refund based on the documented cost of the textbooks, uniforms or equipment. The student will be liable for the amount, if any, by which the documented cost of the textbooks, uniforms or equipment exceeds the refund amount. Uniforms that have been worn cannot be returned due to sanitary considerations.

Bureau for Private Postsecondary Education Refund Policy for Diploma Programs

If the student withdraws from a course of instruction after midnight of the seventh business day after the day on which the student attended the first class of the course of instruction, the school will remit a refund, as per the following refund formula. The amount of the refund shall be calculated on a pro-rata basis, less the registration fee, less the STRF fee, and less the cost of any equipment and/or books and supplies the school provided the student which were not returned within forty five (45) days following the date of the student's cancellation, withdrawal or dismissal. The pro-rata refund formula is as follows:

1. Determine the Program Tuition by subtracting all fees, equipment, books and supplies from the Total Program Cost.
2. Divide the Program Tuition by the Total Hours in Program to arrive at the Program Tuition per Hour.
3. The answer to the calculation in step (2) is the hourly charge for instruction.
4. The Amount Owed by Student for the purposes of calculating a refund is derived by multiplying the Hours of Instruction Attended by Student by the Program Tuition per Hour and adding in any book or equipment charges to arrive at the Tuition Due to School.
5. The Refund Amount Due to Student shall be any amount in excess of the Amount Paid by Student.
 - a. Total Program Cost – Registration Fee – STRF Fee – Equipment & Books & Supplies = Program Tuition
 - b. Program Tuition / Total Hours in Program = Program Tuition per Hour
 - c. Program Tuition per Hour x Hours of Instruction Attended by Student = Tuition Due to School
 - d. Tuition Due to School + Registration Fee + STRF + Unreturned Equipment & Books & Supplies = Amount Owed by Student
 - e. Amount Paid by Student – Amount Owed by Student = Refund Amount Due to Student

Sample Calculation 1: Assume a five hundred (500) hour program costing \$10,185.00 tuition, \$100.00 for registration, \$0.00 for STRF, \$200.00 for equipment, \$545.00 for Certification related fees, and books and supplies of \$255.00. The student withdraws after two hundred fifty (250) classroom hours of attendance and does not return Certification fees, books, or school equipment. If the student has already paid the school a total amount of \$8,000.00 toward the program of instruction, the refund calculation would be:

- a. \$11,285.00 – \$100.00 – \$0.00 – (\$200.00 + \$545.00 + \$255.00) = \$10,185.00 Tuition
- b. \$10,185.00 / 500 = \$20.37 Program Tuition per Hour
- c. \$20.37 x 250 = \$5,092.50 Tuition Due to School
- d. \$5,092.50 + \$100.00 + \$0.00 + \$1,000.00 = \$6,192.50 Amount Owed by Student
- e. \$8,000.00 – \$6,192.50 = \$1,807.50 Refund Amount Due to Student

Cancellation or Dismissal After Completing 60% or More of the Payment Period Will Result in No Refund.

Sample Calculation 2: Assume the same conditions and numbers as “Sample Calculation 1” above, but where the student withdraws after three hundred fifty (350) hours of attendance, and returns no equipment, books, or supplies. Because the student has already completed seventy percent (70%) of the program ($350 / 500 = 70\%$), no refund is due.

Veterans Only: This school has and maintains a policy for the refund of the unused portion of tuition, fees, and other charges in the event the veteran or eligible person fails to enter the course or withdraws, or is discontinued therefrom at any time prior to the completion. The amount charged to the veteran or eligible person for tuition fees, and other charges does not exceed the approximate pro rata portion of the total charges for tuition, fees, and other charges, that the length of the completed portion of the course should bear its total length. Amount of maximum non refundable registration fee is \$35.00. For information or for resolution of specific payment problems, the veteran should call the DVA regional office in the area of residence, at: (888) 442-4551.

STUDENT TUITION RECOVERY FUND

What is the STRF Fee? The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, have prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

NOTE: Authority cited: Sections 94803, 94877 and 94923 Education Code. Reference: Section 94923, Education Code.

The School Must Collect this Fee from You. As of January 1, 2010, California Education Code Section 94923 requires all private postsecondary schools such as BWA to collect a fee from every new student to be remitted into the California Student Tuition Recovery Fund (STRF).

Amount of Fee. The amount of the fee is currently \$0.00 per \$1,000 dollars of tuition paid, rounded to the nearest \$1,000, collected upon enrollment. You must pay the state-imposed assessment for the 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 prepays 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 fee 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.

Keep a Copy of Your Agreement. It is important that prospective students keep a copy of any enrollment agreement, contract, or applications to document enrollment: tuition receipts or canceled checks to document the total amount of tuition paid. Such information may substitute a claim for reimbursement from the STRF, which must be filed within one year of the Bureau's service to the student of their rights under the STRF, or if no notice of rights are reserved to the student, within 4 years of institution's closure. For further information or instructions, contact:

BUREAU FOR PRIVATE POST SECONDARY EDUCATION

2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833

Web Site: www.bppe.ca.gov

Phone: (916) 431-6959 or (888) 370-7589

Fax: (916) 574-8646

READMITTED STUDENTS

Students who have withdrawn or have been withdrawn from Burke Williams Academy of Massage Therapy must formally reapply for admission if they wish to re-enter the school. If accepted, readmitted students are subject to the program requirements, tuition, policies and procedures in place at the time of their readmission. This includes, but is not limited to attending orientation, and complying with new program requirements.

VETERANS POLICIES

Credit Evaluation Policy

Students receiving veterans benefits must have all prior education and training evaluated upon enrollment. Credit will be awarded where applicable with the program being shortened accordingly. Transcripts and evidence of evaluation will be kept in the veteran file.

Progress Policy

Progress will be monitored at the end of each module for all students receiving veterans benefits. If at the end of any given evaluation period the student's letter grade falls below "C", or if attendance falls below eighty percent (80%) of scheduled program hours, the student will be placed on probation for the following evaluation period. If by the end of the probation period the student's letter grade is not raised to "C", or overall attendance is not raised to at least eighty percent (80%) of scheduled hours, the Veterans Administration will be notified and benefits will be interrupted.

Conditions for Re-entrance

If the director determines that the conditions which cause the interruption have been rectified, the student will be eligible to receive benefits.

COMPLETION & GRADUATION REQUIREMENTS

In order to graduate from the Massage Therapy program, students must complete a minimum of five hundred (500) hours of supervised instruction, including class assignments, practical exams, and a multiple choice midterm, final, and/or sample MBLEx examinations as appropriate, according to each individual course syllabus.

CAMTC CERTIFICATION REQUIREMENTS

In order to graduate from the Massage Therapy program, students must complete a minimum of five hundred (500) hours of supervised instruction, including class assignments, practical exams, and a multiple choice midterm, final, and/or sample MBLEx examinations as appropriate, according to each individual course syllabus.

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Burke Williams

ACADEMY OF
MASSAGE THERAPY

School Catalog

Branch Location #1
810 S. Bascom Avenue
San Jose, CA 95128

bwmassageschool.com

310-966-4098

Use the above address for all correspondence with BWA

This catalog is valid from 1/1/17 through 12/31/17

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PHILOSOPHY

Our philosophy at Burke Williams Academy of Massage Therapy (“BWA”) is that education blossoms when exceptional training is combined with highly motivated students. Our focus is practical, scientific, and centered upon student progress and achievement.

MISSION & PURPOSE

Our mission at Burke Williams Academy of Massage Therapy is to provide the best quality Massage Therapy training to highly motivated students. Our purpose is to create qualified graduates who gain CAMTC Certification and are excited by the prospect of immediate employment in a professional Massage Therapy environment.

EDUCATIONAL OBJECTIVES

Burke Williams Academy of Massage Therapy is dedicated to graduating highly qualified Massage Therapists who are able to:

- Practice with confidence and quality
- Be professional and represent the profession well
- Understand and adhere to the boundaries of Practice
- Always show respect and care for clients and patients
- Communicate effectively with other professionals

HISTORY

Burke Williams Academy of Massage Therapy obtained its approval from the Bureau for Private Postsecondary Education (BPPE) in 2015, and was established then as an institution able to provide high quality training in Massage Therapy and other related fields.

FACILITIES & EQUIPMENT

The school occupies approximately 4,500 square feet of a professional facility in San Jose, California, accessible to major freeways. BWA has two large classrooms fully equipped with program-specific equipment, including air conditioning, flat-screen monitors, state-of-the-art massage therapy tables, plastic skeletons and anatomical charts. Remaining area is comprised of staff offices, reception area, student breakroom, library, and kitchen. Free parking is available on premises.

For hygienic reasons, students are individually responsible to provide their own clean linens (sheets and towels) for class. Students are also responsible for purchasing the required textbooks and core materials for the program. BWA provides the use of iPads on campus. The physical premises of the school can accommodate a maximum of one hundred (100) people at one time. Enrollment is limited to 24 students per class to ensure a productive student to teacher ratio.

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

LIBRARY & LEARNING RESOURCES

BWA provides a digital Internet-based program-specific library available for student use on school premises during regular business hours. Library access is provided electronically through individual student Apple iPads provided for student use on school premises. Library access is provided at no additional cost.

SUPPLIES

Massage tables, oil, and limited supplies are provided to BWA students for use on school premises during regular business hours.

CLASS SIZE

Class sizes are limited to a maximum of twenty four (24) students per day or evening section in order to guarantee an optimal student to teacher ratio. A waiting list is offered when classes fill.

CLASS LOCATION

Classes are held on school premises at the address indicated on the Catalog front cover. BWA does not currently offer online or distance education in any form.

CLOCK HOUR DEFINITION

One clock hour for the purpose of calculating program hours on the transcript is defined as 50 minutes of theoretical or practical instruction and 10 minutes of rest time. All classes are calculated based upon a 60 minute clock hour. Clock hours of attendance are awarded incrementally as the course is completed. Partial credit is not granted for incomplete courses.

CALIFORNIA CERTIFICATION REQUIREMENTS

While certification through the California Massage Therapy Council (“CAMTC”) is technically a voluntary option for Massage Therapists who wish to practice in California, CAMTC certification is advised and necessary for most practical purposes. CAMTC requires the following for certification:

1. Minimum of five hundred (500) hours of massage therapy training from a BPPE approved school (such as BWA).
2. At least one hundred (100) of the five hundred (500) hours must be from training in Anatomy & Physiology, Contraindications & Pathology, Business & Ethics and Health & Hygiene.
3. Passing of the MBLEx.
4. Official transcript from a BPPE approved school (such as BWA).
5. Passing a live-scan fingerprint evaluation provided by the Department of Justice.
6. Submission of valid photo identification.
7. Fee of one hundred fifty dollars (\$150.00).

Burke Williams Academy of Massage Therapy (“BWA”) provides Massage Therapy students with sufficient preparation to apply for the voluntary 500 hour Massage Therapist statewide certification available through the California Massage Therapy Council (CAMTC).

HYGIENE, DRESS CODE & DRAPING

BWA insists upon a professional training environment at all times. While learning massage therapy, students alternate between the roles of therapist and client; and hygiene, dress code, and draping policies are strictly enforced. Regarding hygiene, hands must be cleaned properly prior to performing massage. Regarding dress code, open-toed sandals and bare feet are prohibited, and students must be in uniform at all times. Regarding draping, the client is properly covered and modesty must be preserved at all times.

INTERNATIONAL STUDENTS

Burke Williams Academy of Massage Therapy does not currently participate in federal programs that authorize a school to accept international students for training.

LANGUAGE OF INSTRUCTION

The language of instruction at Burke Williams Academy of Massage Therapy is English, and educational programs are taught in no other language at this time. BWA does not provide English language services such as ESL training. English language proficiency is determined through the prospective student interview process conducted prior to admission. Students are required to provide evidence of a high school diploma or equivalent prior to admission.

HOUSING

Burke Williams Academy of Massage Therapy (“BWA”) does not have dormitory facilities under its control. Housing is available in a fifteen mile radius around the school and ranges from \$1,775.00 to \$2,500.00 per month for a two-bedroom one-bathroom accommodation according to Zillow.com. ***BWA is a small school that is unable to take responsibility for assisting a student in finding student housing.*** Prospective students are advised to locate and secure adequate living arrangements, transportation, and housing prior to enrollment.

PROGRAMS

MASSAGE THERAPIST

The five hundred (500) clock hour Massage Therapist program provides extensive practical and theoretical training in Swedish Massage, Deep Tissue, Prenatal Massage, Hot Stones, Body Mechanics, Anatomy and Physiology, Business and Ethics, Contraindications, and Health and Hygiene; thoroughly preparing the student for work in professional spa and massage therapy environments upon graduation.

This level of training is designed to ready the student for state certification through the California Massage Therapy Council (“CAMTC”), or for most individual city and county licensing requirements in California, and for entry level employment in spas, chiropractic and medical clinics, health clubs and beauty salons. Students are sufficiently trained to sit for the Massage & Bodywork Licensing Examination (“MBLEx”) examination in Massage Therapy while completing this program.

This training is limited to 24 students respectively in day and evening sections and is most often completed in approximately four months (15 weeks).

Graduation for this program requires documented completion of five hundred (500) hours of training, completion and passing of a final theoretical and practical examination, and passing of the MBLEx examination that leads to CAMTC certification in California. No internship or externship is required for completion of the 500 hour program.

Sequence and course hours for the Massage Therapist program are as follows:

subject	clock hours
MT 101 ANATOMY / PHYSIOLOGY / KINESIOLOGY	100
MT 103 CONTRAINDICATIONS & PATHOLOGY	25
MT 105 HEALTH & HYGIENE	10
MT 107 BUSINESS & ETHICS	40
MT 109 SWEDISH MASSAGE & BIOMECHANICS	150
MT 111 DEEP TISSUE	100
MT 113 PRENATAL MASSAGE	25
MT 115 HOT STONES	25
MT 117 SPA ESSENTIALS	25
TOTAL SCHEDULED SUPERVISED CLOCK HOURS	500

COURSE DESCRIPTIONS

Definitions: A class is a component of a course, and several classes make up a course. A course is a component of a program, and several courses make up a program. Classes are typically several hours to several days in duration. Courses are typically several weeks to several months in duration. A typical class is one to four hours in duration.

MASSAGE THERAPIST

The order and sequence of courses to complete the “Massage Therapist” program is as follows:

MT 101 ANATOMY / PHYSIOLOGY / KINESIOLOGY 100 Clock Hours (70 Hours A&P)

This course introduces students to anatomy, physiology, kinesiology and pathology related to the body systems, including orientation to the human body including the body as a whole (anatomy and physiology of cells and tissues), support and movement (skin and musculoskeletal systems), communication, control and integration (sense organs, and nervous and endocrine systems), transportation and defense (cardiovascular, lymphatic and immune systems), respiration, nutrition and excretion (respiratory, digestive and urinary systems), and reproduction and development (male and female reproductive systems, genetics and heredity). Students gain an introductory foundation in kinesiological principles including agonist and antagonist relationships of muscle and the concept of synergistic muscular action. Students conclude this module with an understanding and appreciation for the core systems that contribute to the structure and function of the human body.

MT 103 CONTRAINDICATIONS & PATHOLOGY 25 Clock Hours (15 Hours Contraindications)

Contraindications to the application of massage therapy are examined and discussed in detail, including endangerment areas and medications adverse to massage. Basic pathological processes are examined at the cellular and whole body levels. The inflammation reaction is discussed and related to the formation of trigger points and tight patterns of musculature. Common disease conditions of the skin, internal organs, and all body systems relevant to massage therapy are examined. Different vectors of contamination and production of disease are looked at from a holistic perspective. Special populations are considered. Students gain an appreciation for the healing process and beneficial effects of massage.

MT 105 HEALTH & HYGIENE 10 Clock Hours

Good hygienic practices such as keeping clean hands and linen, and using hypoallergenic oils are essential to a healthy massage practice. Standard precautions, infection control, therapist hygiene, and disease processes are discussed in detail. Students complete this module by committing to memory a short checklist of hygienic questions to ask themselves and clients on a routine basis. Safeguards against transmission vectors for disease are emphasized.

MT 107 BUSINESS & ETHICS 40 Clock Hours

Basic training in proper goal setting, ethical marketing, and client record keeping is covered in this module. Students are taught the importance of obtaining and maintaining credentials, adhering to laws and regulations, ethical principals, standards of ethical practice, and compliance with the Massage Therapy Act applicable to CAMTC certified professionals. Students acquire a quick overview of skills needed to begin and promote a successful massage practice in the spa, clinic, and other professional business environments. Students end this module with a good grasp of skills needed to function well in a spa environment and begin and promote a successful massage therapy practice.

MT 109 SWEDISH MASSAGE & BIOMECHANICS 150 Clock Hours

The Swedish Massage course introduces and emphasizes core concepts in massage therapy, including massage history and theory, basic nutrition, hydrotherapy, and CPR and first aid. Practical components of training emphasize the fifty-minute full-body Swedish massage sequence and four basic Swedish massage strokes: effleurage, petrissage, friction, and percussion, and several variations of each. Proper body position and biomechanics are well integrated into the actual practice of massage. Selection of a massage table suitable for practice is also discussed. Basic anatomy of the integumentary, muscular and skeletal systems is also reviewed. Students end this course very proficient in basic techniques and able to confidently administer a fifty-minute Swedish massage in a spa, clinic, or other professional business environment.

MT 111 DEEP TISSUE 100 Clock Hours

An in-depth study of deep tissue techniques and introduction to the use of knuckles, elbows and thumbs to apply directed, increased pressure as needed. Various similar forms of deep-tissue therapy are discussed and evaluated. Students are taught elements of a ten-session program of body assessment and myofascial release, emphasizing postural changes and integration of proper movement patterns. Deep Tissue as applied in a spa environment is emphasized and students end this module confident in the integration and application of deep tissue massage techniques in conjunction with Swedish massage.

MT 113 PRENATAL MASSAGE 25 Clock Hours

Prenatal massage is the study and application of specific massage therapy techniques designed to assist and benefit a woman at various stages during her pregnancy. Common conditions and complications such as low-back pain, varicosities, morning sickness, etc., are discussed and considered. Special emphasis is placed upon draping techniques and client comfort. Students finish this course with an appreciation for the process and changes that occur during pregnancy, and understand the indications and contraindications for performing massage therapy upon a pregnant woman during her first, second, and third trimesters, prior to delivery.

MT 115 HOT STONES 25 Clock Hours

The application of hot and room temperature stones as an adjunct to massage therapy has become popular as a method to enhance Swedish, Deep Tissue or other forms of massage. Students learn the indications and contraindications to applying heated stones in particular patterns, and complete this module with confidence in the application of hot stones in a spa or clinic setting.

MT 117 SPA ESSENTIALS 25 Clock Hours

This course is specific to working in a luxury day spa environment, and explores spa structure and function, customer service, and spa products from a theoretical and practical perspective. The bulk of training is devoted to integration of various massage techniques such as Swedish Massage and Deep Tissue Massage, in order to develop flexibility and physical endurance in a luxury spa environment, with additional emphasis placed upon body biomechanics, self-care, and injury prevention for the massage therapist. Upon completion of this course, students have gained the ability to function professionally, safely, and effectively in a luxury spa environment.

TUITION AND FEES

MASSAGE THERAPIST

Burke Williams Academy of Massage Therapy (“BWA”) charges \$20.37 per clock hour for the Massage Therapist program tuition, in addition to books, supplies and equipment. Burke Williams, Inc., the parent company of Burke Williams Academy of Massage Therapy, offers a unique Reimbursement and Service Agreement program for qualified BWA students. Please ask about the Burke Williams Reimbursement and Service Agreement program.

The period of attendance for the Massage Therapist program is the entire program. The fees and charges for the period of attendance are therefore identical to the fees and charges for the entire program.

	Registration fee (non refundable)	100.00
(500 Clock Hours)	Tuition costs	10,185.00
	MBLEx Preparation Tools	125.00
	MBLEx Examination	195.00
	CAMTC Certification	150.00
	LiveScan Fingerprinting.	75.00
	Books	170.00
	Supplies (Linen)	85.00
	Equipment (Massage Table)	200.00
	STRF	0.00
	Total Investment.	\$11,285.00

Please note: Tuition may change once per year in the sole discretion of the school. Once enrolled in a program, the student’s tuition for that program shall remain constant, so long as student satisfactory academic progress is maintained. If a student discontinues a program for any reason, and is readmitted to a new program start, then tuition and fees related to that new program start become applicable.

FINANCIAL AID

REIMBURSEMENT AND SERVICE AGREEMENT

The Burke Williams Reimbursement and Service Agreement (“BWRSA”) provides a unique opportunity for qualified students to participate in corporate sponsored financial aid. Burke Williams has created a program of tremendous benefit to qualified students, allowing eligible individuals the opportunity of immediate employment in a Burke Williams spa after graduation, and upon proof of passing the MBLEx and receipt of CAMTC certification.

According to the BWRSA, tuition is deferred completely while the student is in attendance, and for a nine (9) month period after graduation. Burke Williams offers a zero percent (0.00%) interest rate student loan to qualified students, that is substantially better than federal loans offered through traditional accredited educational institutions.

Upon graduation from the program and gaining certification through the California Massage Therapy Council (“CAMTC”), the student is provided the opportunity for continued employment by Burke Williams, as a Certified Massage Therapist.

If the student chooses not to work at Burke Williams upon graduation according to terms specified in the BWRSA, then tuition becomes due and payable according to the BWRSA.

FEDERAL FINANCIAL AID

Burke Williams Academy of Massage Therapy (“BWA”) is an institution approved by the Bureau for Private Postsecondary Education (“BPPE”). BWA is not accredited by an accrediting agency recognized by the United States Department of Education, and does not participate in federal or state financial aid programs.

However, BWA offers a form of Financial Aid to qualified students that provides terms much more advantageous to the student when compared to the terms of student loans offered through traditional federal and state financial programs.

We invite you inquire about our unique student financial assistance program.

FACULTY (INSTRUCTORS)

Yuki Jitoshō, B.S., C.M.T.

Yuki Jitoshō is a CAMTC Certified Massage Therapist (#46872) who completed her core massage therapy training in 2013. Yuki earned her bachelor of science in Kinesiology from California State University, Fullerton, and worked part-time for several years in the U.C. Berkeley Athletic Center as a skilled massage therapist performing pre and post-event sports massage on highly trained athletes. Yuki teaches all components of the BWA Massage Therapy program, including Anatomy & Physiology, Contraindications & Pathology, Health & Hygiene, Business & Ethics, Swedish Massage & Biomechanics, Deep Tissue, Prenatal Massage, Hot Stones, and Spa Essentials.

Amy Ascencio, C.M.T.

Amy Ascencio is a CAMTC Certified Massage Therapist (#60753) who completed her core massage therapy training in 1991. Amy has more than two decades of experience in the field of Massage Therapy and has an extensive background teaching anatomy and physiology at the University of California, Santa Cruz, and at the Twin Lakes College of the Healing Arts, also in Santa Cruz, California. Ms. Ascencio is an experienced Massage Therapist and educator who teaches all components of the BWA Massage Therapy program, including Anatomy & Physiology, Contraindications & Pathology, Health & Hygiene, Business & Ethics, Swedish Massage & Biomechanics, Deep Tissue, Prenatal Massage, Hot Stones, and Spa Essentials.

Paul Schwinghamer, D.C., M.A.

Dr. Paul Schwinghamer has been involved in the field of Massage Therapy since 1975. He completed his Doctorate in Chiropractic at Los Angeles College of Chiropractic in Whittier, California, in 1987. Dr. Schwinghamer also holds a master's degree in Counseling Psychology from Ryokan College, in Culver City, California. Dr. Schwinghamer has almost thirty years of experience combined in operating an ACCSC accredited and BPPE approved vocational school, and directing, managing, developing, and teaching massage therapy programs. Dr. Schwinghamer is the School Director for Burke Williams Academy of Massage Therapy, and oversees all operations of the school. Dr. Schwinghamer also enjoys teaching Anatomy & Physiology, Pathology, and Business & Ethics.

* * *

OPERATING SCHEDULE

Burke Williams Academy of Massage Therapy is open five days per week, Monday through Friday as follows:

Office Hours: Mon - Fri 7:00 a.m. to 2:30 p.m.

The Massage Therapist program is a sequential fifteen (15) week program with approximate monthly starts, offered in daytime and evening sessions, beginning eight (8) times per year, approximately every five or six weeks.

Courses are normally scheduled on the basis of enrollment, with a minimum of twelve (12) students required per course. In the unlikely event that a course is canceled due to low enrollment, the student will be automatically enrolled for the next course start date. When applicable, students participating in continuing education classes or seminars will be offered a complete refund of tuition and registration fees for the class or seminar in the event of cancellation.

Important scheduling information (operating hours, holidays, vacations, class schedules and revisions) will be announced to students in advance. Holidays observed by BWA include New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving, and Christmas.

PROGRAM SCHEDULE & CHANGE POLICY

Program starting dates are as posted in the school's catalog. A "Program" at BWA is made up of individual "Courses" that in turn are made up of individual "Classes". BWA may alter its schedule of classes on occasion according to need or circumstance, and in such case will notify students by letter, by posted notice, or by text, email, or telephone as appropriate. Currently enrolled students shall incur no additional expense as a result of program modification, course changes, or class schedule changes. Program modifications shall always remain consistent with the stated educational objectives of the Program.

APPROVAL DISCLOSURE STATEMENT AND COMPLAINT POLICY

Burke Williams Academy of Massage Therapy ("BWA") is a private institution approved to operate by the Bureau for Private Postsecondary Education ("BPPE"), pursuant to the California Private Postsecondary Education Act of 2009 (California Education Code, Title 3, Division 10, Part 59, Chapter 8). BWA is approved for the following program:

MASSAGE THERAPIST 500 clock hours

Instruction is in residence with facility occupancy level accommodating 200 people at any one time. 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. Prospective enrollees are encouraged to visit the physical facilities of BWA and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements.

The school asserts that it has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

Burke Williams is committed to providing an environment that is free of discrimination and harrassment. Persons seeking to resolve problems, complaints, or grievances should first contact the instructor teaching the course. Requests for further action may be made to the school Director. Students who are Burke Williams employees should also refer to the Policy Against Harrassment and Discrimination.

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 at: 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, toll-free telephone Number: (888) 370-7589 or by fax (916) 263-1897.

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 - phone (916) 669-5336, or fax (916) 669-5337.

ADMISSION REQUIREMENTS

Admission is based upon student character, ability to satisfy financial commitments, ability to complete the course work as determined by submission of a completed BWA application form and personal interview with a BWA staff or faculty member, and potential for success upon graduation. An applicant must also:

- a. Be a high school graduate or equivalent
- b. Be at least eighteen years of age
- c. Be physically able to perform the essential functions of the job of massage therapy
- d. Have sufficient ability to comprehend and communicate in English

Burke Williams Academy of Massage Therapy accepts applicants without regard to age, sex, race, or personal beliefs. BWA may refuse applicants whom it deems are not well-suited or qualified for the program. BWA requires a high school diploma or equivalent from applicants as a condition to admission and does not currently offer a testing or admission option for ability-to-benefit students (students who do not possess a high school diploma or equivalent). No additional previous training is required for admission.

ADMISSION PROCEDURES

Students may enroll any time prior to the start of classes, though we do encourage applicants to enroll at least two weeks before starting dates in order to guarantee a place in class. Enrollment is limited to twenty-four students per program start. After completing the application form, the applicant must schedule an interview appointment with a staff or faculty member. The applicant is notified of acceptance upon successful conclusion of the verbal and practical interviews, in person, by telephone, or by email.

VETERANS: Students receiving veterans benefits must have all prior education and training evaluated upon enrollment. Credit will be awarded where applicable with the program being shortened accordingly. Transcripts and evidence of evaluation will be kept in the veteran's file.

CREDIT TRANSFER POLICY

Upon enrollment, the student will be asked to list any previous education, training, or experience related to the proposed field of training. If relevant training is sufficiently thorough and relevant, and adequately performed as evidenced by passing grades on an official transcript or through other means in the discretion of BWA, appropriate credit may be allowed in the sole discretion of BWA, pending proper documentation and proof of study. Specifically, in order to qualify for transfer credit, the prior education must evidence a grade point average of at least 3.0 or equivalent from an approved institution. Award for prior credit is typically provided at no additional tuition cost to the student, but is assessed on an individual basis in the sole discretion of BWA.

California regulation does not recognize or permit courses of Massage involving correspondence (through-the-mail) instruction. BWA does not accept hours from non-approved institutions. Additionally, no more than fifty percent (50%) of previous education and training, excluding training completed at BWA, may be granted toward completion of BWA's programs. BWA has not entered into an articulation or transfer agreement with any other school college or university.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Burke Williams Academy of Massage Therapy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in your course of study is also at the complete discretion of the institution to which you may seek to transfer. If the diploma or 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 Burke Williams Academy of Massage Therapy to determine if your diploma or certificate will transfer.

ATTENDANCE REQUIREMENTS

Students are expected to show for classes as scheduled. Attendance, including make-up classes, forms twenty percent (20%) of the course grade, and is incorporated into the course Percentage Grade (PG) that leads to the cumulative Final Grade Percentage (FGP). The following paragraph applies only to students who are not subject to the Burke Williams Reimbursement and Service Agreement:

Students must demonstrate one hundred percent (100%) attendance in each course that forms part of the educational program, including makeup hours. When individual course attendance falls below eighty percent during a two (2) week period, the student will be advised and placed on warning by the school registrar, and the student will have two (2) weeks in order to improve attendance. The course must be repeated if the course attendance remains below 80%, and a designation of "RPT" will appear next to the course on the program transcript. Students who demonstrate repeated absence, tardiness, or class cuts resulting in unsatisfactory academic progress may be dismissed from the program without warning, in the sole discretion of BWA.

In any case, students not on approved leave of absence and absent from class for a consecutive period of two (2) class days will be withdrawn from the program.

Absence: Unless excused, absence for a class will result in loss of class credit, to be regained through make-up classes or additional supervised instruction in the discretion of the instructor, in not more than one (1) month from the date of the absence. BWA may, in its sole discretion, choose to dismiss a student from the program when the student is absent for a twenty-four (24) hour period without notification to the school.

Tardiness: Coming late to class is very disruptive to the learning environment. Tardiness is defined as showing up more than five (5) minutes late for the beginning of a class. Students who arrive more than five (5) minutes late to class will not receive credit for missed time, unless approved in writing by the instructor. Continued tardiness is grounds for dismissal from the program in the discretion of the instructor.

Class Cuts: Class cuts will result in loss of class credit. Students who leave prior to the end of class may receive partial credit for attending the class, in the discretion of the instructor. Excessive class cuts may result in immediate termination from the program.

Make-Up Work: Make-up work is assigned by the course instructor, in the instructor's discretion, for loss

of class credit due to absence or tardiness. Make-up work may take a form, in the instructor's discretion, that ensures the student's satisfactory progression and retention of information and skills required to make up the missed lectures or labs, and complete the course objectives. Make-up work must be supervised and must be completed in not more than one (1) month from the date of absence.

Leave of Absence: A student may request a three (3) day leave of absence ("LOA") in the event of unforeseen life circumstances, such as jury duty, accident or illness, passing of an immediate family member, sudden loss of employment, or loss of childcare. Military duty, pregnancy, and unique circumstances may qualify for an extended LOA at the registrar's discretion. An LOA must be documented in writing, and a "Leave of Absence Request" form must be signed and dated by the student, and approved by the registrar. BWA is under no obligation to approve the LOA request. Non-return from LOA results in dismissal and application of the school's refund policy. The last date of attendance is defined as the last day that the student actually attended at least one hour of class.

CAMTC CERTIFICATION NOTICE: Applicants for CAMTC certification shall have attended 500 supervised hours total with 100 of those hours satisfying CAMTC specified subjects.

GRADING SYSTEM

The school uses a standard letter grading system ranging from A to F as follows:

Letter Grade	Percentage
A	90 - 100%
B	80 - 89%
C	70 - 79%
D	60 - 69%
F	0 - 59%

A letter grade of "C" or better is required for students to graduate successfully from any program. The final grade for the program is obtained through a formula that takes into account the length of the course and the grade awarded for the course. In calculating the final grade, the course Clock Hours (CH) are multiplied by the course Percentage Grade (PG) to arrive at the course Quality Points (QP). The sum of QP for all courses attempted is then divided by the sum of CH for all courses attempted, to arrive at the Final Grade Percentage (FGP), which is then converted to a cumulative letter grade. The formula is: $tQP / tCH = FGP$, where tQP is total quality points, and tCH is total course clock hours.

If a student does not complete a course as scheduled, a change of status will occur, and the letters "INC" will appear on the student's transcript to designate "incomplete." A student is not permitted to graduate from the program of study when any required course shows an incomplete on the transcript. The designation "INC" will be replaced with "COMP" to show completion or graduation once the student has achieved satisfactory academic progress in the course. In addition, a student will not be permitted to graduate with a tuition balance due for the program of study, unless special arrangement is made in the sole discretion of BWA based upon the student's credit worthiness.

STANDARDS FOR STUDENT ACHIEVEMENT

In order to demonstrate satisfactory academic progress and student achievement, students must attain a minimum cumulative letter grade of "D" or better at the end of the first 25% of the program, "C" or better by program midpoint, and "C" or better upon graduation. A minimum course letter grade of "C" or better and minimum course attendance of one hundred percent (100%) or better, including supervised makeup hours, must be achieved in any individual course, or the student will be provided warning for a maximum one (1) month period, and then dismissed from the program in the discretion of BWA.

Students must complete the program in no more than one and one-half (1.5) times the program duration (excluding leave of absence), or shall be subject to academic withdrawal.

VETERANS: Progress will be monitored at the end of each course for all students receiving veterans benefits. If at the end of any given evaluation period the student's letter grade falls below "C", or if attendance falls below one hundred percent (100%) of scheduled program hours, the student will be placed on probation for the following evaluation period. If by the end of the probation period the student's letter grade is not raised to "C" or greater, or overall attendance is not raised to one hundred percent (100%) of scheduled hours, the Veterans Administration will be notified and benefits will be interrupted. Re-entrance Conditions: If the School Director determines that the conditions which caused the interruption have been rectified, the student will be eligible to receive benefits.

APPEALS

Decisions by the school regarding suspension, dismissal, attendance, grades, and transfer of credit may be appealed in writing by the student through submission of a completed "Student Appeal Form" to the BWA registrar. A student appeal will be resolved by the Registrar and School Director within five (5) days of the appeal, after review of the student's academic records and other supporting documentation as appropriate. Resolution by BWA of the student appeal is final and will result in either enforcement of the existing decision, or mitigation/reversal of the existing decision based upon the supporting documentation.

OFFICIAL TRANSCRIPT POLICY

Official transcripts are available upon request for a fee of \$20.00 per transcript, but only after the student has graduated and fulfilled all of his or her financial obligations to the school. One (1) official transcript is forwarded to CAMTC at no cost to the student, once the student successfully completes the entire program of study and satisfies all financial obligations to the school. Official transcripts may be released under unique circumstances prior to program completion in the sole discretion of the School Director.

CERTIFICATION

The document issued upon full payment of tuition, and demonstrated satisfactory academic progress and program completion, is a diploma in the field of study. A diploma is not an official transcript. A diploma will be issued only for programs that are listed as approved by the Bureau for Private Postsecondary Education. For example, the diploma issued for the Massage Therapy program will evidence completion of five hundred (500) hours of training and graduation as a "Massage Therapist."

Please note the following from CAMTC: Attendance and/or graduation from a California Massage Therapy Council ("CAMTC") approved school does not guarantee certification by CAMTC. Applicants for CAMTC certification shall meet all requirements as listed in California Business and Professions Code section 4600 et. seq.

CAMTC UNFAIR BUSINESS PRACTICES

The following is a direct excerpt from Section 4611 of the Massage Therapy Act, provided per CAMTC:

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.

RECORDS RETENTION

The school maintains student records for a minimum five (5) year period according to Section 94900.5 of the California Private Postsecondary Education Act of 2009.

STUDENT CONDUCT POLICY

In the discretion of the school administration, a student will be placed on probation or dismissed for intoxication or a drugged state of behavior, possession of drugs or alcohol upon school premises, possession of weapons upon school premises and behavior creating a safety hazard to other persons at the school, including but not limited to harassment or harm to fellow students or BWA faculty or staff.

A student may also be dismissed, in the sole discretion of BWA, for insubordinate behavior toward another student, BWA administrator, or BWA faculty member; untimely tuition payments, chronic tardiness, sexual misconduct, breach of client confidentiality, or other unacceptable behavior.

PROBATION & DISMISSAL POLICY

Student academic progress is assessed once per month by the school registrar based upon information in the BWA student database. When the academic progress of a student falls below the minimum standard after expiration of the warning period, the student may be terminated from the program, or will be notified in writing that he or she has been placed on probation for a two (2) week period. During the probationary period, the student is advised and instructed to make up or repeat course material in order to achieve satisfactory academic progress. The process for appeal of a student's satisfactory academic progress is described above under the heading, "Appeals."

The following three (3) paragraphs apply to all students:

1. A course may be repeated once, in the discretion of BWA, so long as the total program attendance time including course repeat time, does not to exceed one and one-half (1.5) times the duration of the program. Students who are repeating a course are allowed a maximum repeat course letter grade of "B". If the student is unable to maintain satisfactory academic progress after expiration of the probationary period, then dismissal from the program is effected in writing by the registrar and recorded in the student's file.
2. Dismissal of a student for any infraction mentioned in the "Student Conduct Policy" above is effected after one verbal and one written warning, or immediately as may warrant the severity of the situation. Once dismissed, a student may apply in writing for re-admission, and the student may, in the discretion of the School Director, be re-admitted to the program. Grounds for dismissal include without limitation, unsatisfactory academic progress, excessive tardiness, excessive absenteeism, failure to satisfy financial obligations to the school, insubordinate behavior, and failure to comply with school policies, rules and regulations.
3. Reinstatement after dismissal is considered only after the student is able to provide evidence to the School Director's satisfaction that conditions related to the dismissal have been remedied. Reinstatement is possible from the effective dismissal date only during a period no greater than fifty percent (50%) of the normal program length. A student petitioning for reinstatement must do so in writing. The School Director's decision to reinstate, or not, is final. Voluntary Discontinuation: A student may drop from the program at any time, and is considered dropped the same day that confirmation of discontinuation

is received by BWA either verbally or in writing from the student. Once the BWA Registrar verifies confirmation from the student of the student's desire to discontinue the program, the BWA Registrar issues a formal drop notice to the student within fifteen (15) business days.

CAREER PLACEMENT SERVICES

While the school provides every reasonable effort to assist students in finding employment, Burke Williams Academy of Massage Therapy ("BWA") does not guarantee employment. BWA enjoys a unique relationship with Burke Williams, Inc., in conjunction with our Massage Therapist program, to prepare students for employment in the Luxury Day Spa environment.

STUDENT SERVICES

Advising by faculty and administrative staff to discuss student progress or special needs is available by appointment. Counseling services, financial planning, and information on housing, childcare, and rehabilitation services are available by appointment for ability to benefit students. The institution does not have dormitory services under its control and does not provide housing services (availability and cost range of housing, etc.).

BWA offers free wireless Internet access to students during regular business hours, in addition to use of iPads on school premises for program-related study. The school offers ample free parking on premises.

PROGRAM TRANSFERS

Students who wish to progress in their training may transfer prior credits successfully completed at BWA into a more advanced program.

For example, a student who has successfully completed the BWA Massage Therapist program, may transfer those credits toward a future program of greater length, after completing a new entrance interview with a faculty member, signing a new enrollment agreement, and relinquishing to the school, the original certificate of completion from the prior program.

STUDENT RECORD PRIVACY POLICY

Burke Williams Academy of Massage Therapy ("BWA") is committed to maintaining the privacy of student records. A BWA student may request an Academic Progress Summary Report from the school Registrar in order to review the student's current academic standing.

A student in good standing may request that the school correct records believed to be inaccurate or misleading. Upon hearing the student's request for a correction to the record, and upon receiving evidence to support the correction, the school, in its sole discretion, may decide to implement or not implement a correction to the educational record. The School Director's decision in this matter is final.

Generally, the school requires written permission from the student before releasing any information from a student's record. However, BWA in its sole discretion, may disclose without consent to the following parties:

1. School employees who have a need-to-know
2. Other schools to which the student is transferring
3. Third parties including parents, who are paying for the student's education
4. Certain governmental officials in order to carry out lawful functions
5. Individuals who have obtained court orders or subpoenas
6. Persons who need to know in cases of health and safety emergencies

BWA currently does not publish a student directory, and therefore does not disclose “directory” type information (such as name, address, telephone number or email address) without student consent.

If you wish to be provided with an interim Academic Progress Summary Report, you should contact the School Registrar to arrange a time to review your academic progress. Your Academic Progress Summary Report will typically be available within ten (10) business days or sooner, from the day the school receives your request.

If you feel that a portion of your record contains inaccuracies or is misleading, you have the right to seek the amendment of your educational record, by submitting a written request to the School Director that clearly identifies the part of the record you wish changed, specifying why you feel your record is inaccurate or misleading. If BWA decides not to amend your record as requested, the School Director will notify you in writing of the decision.

CRIME PREVENTION

Burke Williams Academy of Massage Therapy promotes safety and crime prevention, and recommends that students, staff, and faculty use the following precautionary measures:

1. Do not leave any valuable personal property unprotected and unsupervised for any length of time on or off school premises.
2. Do not leave valuable property such as cell phones, wallet, purse, etc., in plain view in your unsupervised car, whether or not it is locked.
3. Engrave a personal identification number on your property to aid in its retrieval, if it is lost or stolen, and then found.
4. Park your automobile in a lighted area, and remember to lock your doors.
5. Avoid walking alone at night, and always enter the parking area with a friend.
6. Always be aware of your surroundings, and report any suspicious or unusual persons or circumstances as soon as possible to a BWA staff member.

DRUG-FREE SCHOOLS POLICY

The following information outlines the drug-free schools policy adopted and implemented by Burke Williams Academy of Massage Therapy (“BWA”):

The use of non-prescription drugs that are “controlled substances”, including but not limited to marijuana, cocaine, stimulants, alcohol and/or depressants will not be tolerated on the school premises, or at any school-sponsored function off the premises. Any student believed to be under the influence and/or possession of one or more of these substances will be suspended immediately, pending investigation of the incident. A student in valid possession of a medical marijuana recommendation is still subject to this policy and is prohibited from coming to school in an intoxicated or medicated state. Should it be determined that the student was under the influence and/or in possession, he/she may be advised and referred to a counseling facility or dismissed immediately from the school in the sole discretion of BWA.

Excessive use of alcohol and other drugs is a serious health problem that may also contribute to other physical and mental illness. Students and employees are required to inform the School Director upon awareness of any other student or employee possessing, using, selling, or distributing illegal drugs on campus or at any school sponsored function. Students are responsible for the use of drugs prescribed to them, and are bound to the same academic standards, and socially acceptable behavior as is required of all students on school premises.

State and Federal law prohibits any unlawful possession or distribution of illicit drugs and alcohol. Violators of such laws are subject to fines and or imprisonment. Anyone engaging in such activity will be reported to the local authorities.

CANCELLATION

Cancellation notices shall be in writing. Withdrawal may be effectuated by the student's written notice or by the student's conduct, including but not necessarily limited to a student's lack of attendance. You are not officially considered a BWA student until you have attended your first scheduled class of instruction. Applicants or students may cancel the Enrollment Agreement as follows:

1. **Admission Rejection.** An applicant rejected for admission is entitled to a refund of all monies paid, including registration fee, if the applicant has paid a registration fee prior to rejection.
2. **Right to Cancel.** The student has the right to cancel the Enrollment Agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The registration fee in this case is not refundable. "Enrollment" is defined as the date that the Enrollment Agreement is signed by the student.
3. **Written Notice Required.** Cancellation will occur when the student gives written notice of cancellation to the School Manager or to the School Director at the following address: Burke Williams Academy of Massage Therapy, 1801 S. La Cienega; Los Angeles, CA 90035. This same address appears on the front of the School Catalog and at the head of the Enrollment Agreement.
4. **Written Notice Can Take Any Form.** The written notice of cancellation need not take a particular form, and however expressed, is effective if it states that the student no longer wishes to be bound by the Enrollment Agreement. A signed and dated notice of cancellation may be given by mail, hand delivery, or telegram.
5. **Effective Date of Written Notice.** If the cancellation is in writing, it is effective on the date of personal delivery or, if mailed, on the date postmarked. The school shall refund any consideration paid by the student within sixty (60) days after the school receives notice of cancellation.
6. **Return of Equipment.** Students who received equipment from the School must return any equipment received within thirty (30) days following the date of the Notice of Cancellation. If a student obtains equipment specified on the Enrollment Agreement as a separate charge, and returns it in good condition – allowing for reasonable wear and tear – within thirty (30) days following the date of student cancellation, the School will refund the equipment cost paid by the student. If the student fails to return the equipment within the thirty-day period, the School may retain the equipment cost paid by the student. The School will refund the portion of the proceeds exceeding the documented cost of the equipment within thirty (30) days following the equipment return period, after which the student may retain the equipment without further financial obligation to the School.

STUDENT LOAN REPAYMENT

If the student obtains a loan, 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 properly cancels the Enrollment Agreement and the student receives funding from a third-party source, the student is entitled to a refund of the money not paid from the third-party source. In the case of third-party source refunds, the refunds will go directly to the third-party source. 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 program funds.

REFUND & WITHDRAWAL POLICY

1. **Withdrawal Period.** The student has the right to withdraw from a course of instruction at any time.
2. **Refund is Possible Only if sixty percent (60%) or Less of Instruction is Completed.** In the event of withdrawal or dismissal, the student has the right to receive a refund for the unused portion of the tuition and other refundable charges if the student has completed sixty percent (60%) or less of the instruction. No refund is due if greater than sixty percent (60%) of the program has been attended by the student.
3. **State Pro-Rata Refund Policy.** Burke Williams Academy of Massage Therapy (“BWA”) uses the state pro-rata refund policy for students who have completed sixty percent (60%) or less of the period of attendance.
4. **Payment Period Definition.** BWA calculates its refund based upon payment periods. A definition of the payment period at BWA is that programs of five hundred (500) hours or less constitute one payment period.
5. **Student is Responsible for Any Unpaid Balance.** Any unpaid balance that remains after this Refund and Withdrawal Policy has been applied to the state or institutional policy must be paid by the student to the institution or to the lender as applicable.
6. **Complaints.** 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.
7. **Refund is Due Within Forty Five (45) Days of Notification.** Any monies due the applicant or student will be refunded within forty five (45) days of the date of cancellation, withdrawal or dismissal.
8. **Initiation of Withdrawal.** A withdrawal is considered to have occurred on the earlier of, a) the date the student officially notifies the School of their intent to withdraw, or b) the point at which the student fails to meet the published attendance policies outlined in the school catalog. If a student received a loan for tuition, a refund will be made to the lender to reduce the student’s loan debt. If the amount of refund exceeds the unpaid balance of the loan, the remainder of the monies will be applied to any student financial aid programs from which the student received funding. Any remaining balance of funds will then be returned to the student. The refund computation will be based on the last date of student attendance.
9. **Withdrawal Due to Leave of Absence.** If students do not return following a leave of absence on the date indicated on the approved written request, refunds will be made within forty five (45) days from the date the student was scheduled to have returned. For purposes of determining a refund, the last date of attendance is used when a student fails to return from an approved leave of absence.
10. **Withdrawal Due to Prolonged Illness or Accident.** In cases of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the School may consider an alternative tuition repayment schedule.
11. **Textbook and Equipment Return / Refund Policy.** If the student obtains and returns unmarked textbooks, unworn uniforms or unused equipment within forty five (45) days following the date of the student’s cancellation, withdrawal or dismissal, the institution shall refund the charge of the textbooks or uniforms paid by the student. If the student fails to return unmarked textbooks, unworn uniforms or unused equipment within forty five (45) days following the date of the student’s cancellation,

withdrawal or dismissal, the institution will calculate the refund based on the documented cost of the textbooks, uniforms or equipment. The student will be liable for the amount, if any, by which the documented cost of the textbooks, uniforms or equipment exceeds the refund amount. Uniforms that have been worn cannot be returned due to sanitary considerations.

Bureau for Private Postsecondary Education Refund Policy for Diploma Programs

If the student withdraws from a course of instruction after midnight of the seventh business day after the day on which the student attended the first class of the course of instruction, the school will remit a refund, as per the following refund formula. The amount of the refund shall be calculated on a pro-rata basis, less the registration fee, less the STRF fee, and less the cost of any equipment and/or books and supplies the school provided the student which were not returned within forty five (45) days following the date of the student's cancellation, withdrawal or dismissal. The pro-rata refund formula is as follows:

1. Determine the Program Tuition by subtracting all fees, equipment, books and supplies from the Total Program Cost.
2. Divide the Program Tuition by the Total Hours in Program to arrive at the Program Tuition per Hour.
3. The answer to the calculation in step (2) is the hourly charge for instruction.
4. The Amount Owed by Student for the purposes of calculating a refund is derived by multiplying the Hours of Instruction Attended by Student by the Program Tuition per Hour and adding in any book or equipment charges to arrive at the Tuition Due to School.
5. The Refund Amount Due to Student shall be any amount in excess of the Amount Paid by Student.
 - a. Total Program Cost – Registration Fee – STRF Fee – Equipment & Books & Supplies = Program Tuition
 - b. Program Tuition / Total Hours in Program = Program Tuition per Hour
 - c. Program Tuition per Hour x Hours of Instruction Attended by Student = Tuition Due to School
 - d. Tuition Due to School + Registration Fee + STRF + Unreturned Equipment & Books & Supplies = Amount Owed by Student
 - e. Amount Paid by Student – Amount Owed by Student = Refund Amount Due to Student

Sample Calculation 1: Assume a five hundred (500) hour program costing \$10,185.00 tuition, \$100.00 for registration, \$0.00 for STRF, \$200.00 for equipment, \$545.00 for Certification related fees, and books and supplies of \$255.00. The student withdraws after two hundred fifty (250) classroom hours of attendance and does not return Certification fees, books, or school equipment. If the student has already paid the school a total amount of \$8,000.00 toward the program of instruction, the refund calculation would be:

- a. $\$11,285.00 - \$100.00 - \$0.00 - (\$200.00 + \$545.00 + \$255.00) = \$10,185.00$ Tuition
- b. $\$10,185.00 / 500 = \20.37 Program Tuition per Hour
- c. $\$20.37 \times 250 = \$5,092.50$ Tuition Due to School
- d. $\$5,092.50 + \$100.00 + \$0.00 + \$1,000.00 = \$6,192.50$ Amount Owed by Student
- e. $\$8,000.00 - \$6,192.50 = \$1,807.50$ Refund Amount Due to Student

Cancellation or Dismissal After Completing 60% or More of the Payment Period Will Result in No Refund.

Sample Calculation 2: Assume the same conditions and numbers as “Sample Calculation 1” above, but

where the student withdraws after three hundred fifty (350) hours of attendance, and returns no equipment, books, or supplies. Because the student has already completed seventy percent (70%) of the program ($350 / 500 = 70\%$), no refund is due.

Veterans Only: This school has and maintains a policy for the refund of the unused portion of tuition, fees, and other charges in the event the veteran or eligible person fails to enter the course or withdraws, or is discontinued therefrom at any time prior to the completion. The amount charged to the veteran or eligible person for tuition fees, and other charges does not exceed the approximate pro rata portion of the total charges for tuition, fees, and other charges, that the length of the completed portion of the course should bear its total length. Amount of maximum non refundable registration fee is \$35.00. For information or for resolution of specific payment problems, the veteran should call the DVA regional office in the area of residence, at: (888) 442-4551.

STUDENT TUITION RECOVERY FUND

What is the STRF Fee? The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, have prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

NOTE: Authority cited: Sections 94803, 94877 and 94923 Education Code. Reference: Section 94923, Education Code.

The School Must Collect this Fee from You. As of January 1, 2010, California Education Code Section 94923 requires all private postsecondary schools such as BWA to collect a fee from every new student to be remitted into the California Student Tuition Recovery Fund (STRF).

Amount of Fee. The amount of the fee is currently \$0.00 per \$1,000 dollars of tuition paid, rounded to the nearest \$1,000, collected upon enrollment. You must pay the state-imposed assessment for the 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 prepays 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 fee 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.

Keep a Copy of Your Agreement. It is important that prospective students keep a copy of any enrollment agreement, contract, or applications to document enrollment: tuition receipts or canceled checks to document the total amount of tuition paid. Such information may substitute a claim for reimbursement from the STRF, which must be filed within one year of the Bureau's service to the student of their rights under the STRF, or if no notice of rights are reserved to the student, within 4 years of institution's closure. For further information or instructions, contact:

BUREAU FOR PRIVATE POST SECONDARY EDUCATION

2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833

Web Site: www.bppe.ca.gov

Phone: (916) 431-6959 or (888) 370-7589

Fax: (916) 574-8646

READMITTED STUDENTS

Students who have withdrawn or have been withdrawn from Burke Williams Academy of Massage Therapy must formally reapply for admission if they wish to re-enter the school. If accepted, readmitted students are subject to the program requirements, tuition, policies and procedures in place at the time of their readmission. This includes, but is not limited to attending orientation, and complying with new program requirements.

VETERANS POLICIES

Credit Evaluation Policy

Students receiving veterans benefits must have all prior education and training evaluated upon enrollment. Credit will be awarded where applicable with the program being shortened accordingly. Transcripts and evidence of evaluation will be kept in the veteran file.

Progress Policy

Progress will be monitored at the end of each module for all students receiving veterans benefits. If at the end of any given evaluation period the student's letter grade falls below "C", or if attendance falls below eighty percent (80%) of scheduled program hours, the student will be placed on probation for the following evaluation period. If by the end of the probation period the student's letter grade is not raised to "C", or overall attendance is not raised to at least eighty percent (80%) of scheduled hours, the Veterans Administration will be notified and benefits will be interrupted.

Conditions for Re-entrance

If the director determines that the conditions which cause the interruption have been rectified, the student will be eligible to receive benefits.

COMPLETION & GRADUATION REQUIREMENTS

In order to graduate from the Massage Therapy program, students must complete a minimum of five hundred (500) hours of supervised instruction, including class assignments, practical exams, and a multiple choice midterm, final, and/or sample MBLEx examinations as appropriate, according to each individual course syllabus.

CAMTC CERTIFICATION REQUIREMENTS

In order to graduate from the Massage Therapy program, students must complete a minimum of five hundred (500) hours of supervised instruction, including class assignments, practical exams, and a multiple choice midterm, final, and/or sample MBLEx examinations as appropriate, according to each individual course syllabus.

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