COURSE CATALOG

SAN FRANCISCO
SCHOOL OF
MASSAGE
& BODYWORK

www.SFSM.edu

"I had always known about the benefits of massage, but now I have realized that massage therapy is truly an art form as well as a science. SFSM exceeded my expectations, I have learned much more than I had anticipated."

~ Karissa Engelstad, CMT

WELCOME!

WELCOME! Thank you for your interest in the San Francisco School of Massage & Bodywork (SFSM). One of the oldest and most respected massage schools in the country, SFSM has been training highly skilled massage therapists and bodywork professionals since 1969. We take pride in the efficacy of our programs, which are designed to meet the demands of the ever emerging field of massage therapy. Our myriad of continuing education workshops and our highly competitive tuition rates further enhances our position as one of the top massage and bodywork schools in the country. SFSM also provides a variety of flexible, non-credit based tuition payment options and financial assistance opportunities depending on your needs and preferences. We offer a vastly qualified and diverse teaching staff, many of whom are graduates of the school. All of our instructors are professional and certified massage therapists and are dedicated to providing exceptional curricula that satisfies the criteria for the California Massage Therapy Council (CAMTC) and the Massage and Bodywork Licensing Exam (MBLEx).

SFSM's location in the heart of San Francisco's Mission District on the bustling Valencia street corridor gives students an opportunity to experience the excitement of San Francisco, steps away from national landmarks, historical districts, amazing shopping and great food, all while achieving their training goals. The school is ideally situated in one of the warmest and sunniest parts of the city, just one block from the 16th Street BART station and proximal to multiple SF MUNI train and bus stops.

Whether you are pursuing massage therapy as a career or for personal fulfillment, it is an exciting time to be entering the field. Massage and bodywork is increasingly recognized as an integral part of holistic and complimentary health care. Massage professionals are employed in a wide variety of settings including sports clinics, chiropractic offices, hospitals, hospices as well as the more traditional health clubs, resorts, spas and yoga studios. In addition, many bodywork professionals enjoy self-employment with flexible schedules and vast earning potential. Whatever path you choose, SFSM pledges to support your growth and make learning fun!

We invite you to contact us to take a personal tour of the school, learn more about our massage therapy program, schedules and tuition, and to take a free class when available. Please call 415-474-4600 or visit our website, **www.sfsm.edu** for more information. We look forward to hearing from you.

Owner / School Director
~ Gary Witt, BS, CMT, Certified Rolfer

"As a medical professional, I was very careful in checking out massage schools. All good references and recommendations kept leading me back to the San Francisco School of Massage & Bodywork."

~ Bonnie Edwards R.N., CMT

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SFSM

Training compassionate professionals since 1969

"The San Francisco School of Massage & Bodywork feels like a healthy family to me. The instructors are just incredible AND the school is in such a great location!"

~ Chris Freimuth CMT

HISTORY AND MISSION

The San Francisco School of Massage & Bodywork (SFSM) first opened its doors in October of 1969 – making it one of the oldest massage schools in the United States. SFSM was founded through the hard work and vision of its founder, Dr. Uli Brix, who believed in the positive and healthful benefits of therapeutic massage. Frustrated with conventional medicine's "hands off" approach, he opened the SF School of Massage on the Van Ness corridor of San Francisco. The school blossomed and remained under his direction and guidance until the early 1980s.

During the 1980s, massage therapy was in demand and was gaining considerable respectability as a viable health alternative. It was about this time that Paulette Bergess began working at the school as an instructor and administrator. After several years as a faculty member, Paulette and her husband Richard, purchased the school in 1986 and led its programs to their greatest growth. Paulette and Richard ran the school for 24 years, moving the campus from the Van Ness Corridor of San Francisco to the bustling Marina District in 2000. Even to this day SFSM retains the warm, open, and familial spirit that the Bergess' introduced and has long since been recognized as one of the top massage schools in California.

In January of 2010, SFSM experienced another change in ownership, only the third such transition in its 55+ year history, when Gary and Jennifer Witt took over the reins. Gary was previously a faculty member at SFSM and is the founder and owner of MassageLab, a professional massage clinic; his wife Jennifer Witt, DPT, is a licensed physical therapist. With Gary as the acting School Director and Jennifer in an active health and science advisory role, they have vowed to continue the legacy of the San Francisco School of Massage & Bodywork and prepare students to excel in the current professional massage and bodywork industry. In January 2011, SFSM moved to its current location in San Francisco's vibrant Mission District along the Valencia Corridor.

Our Mission at the San Francisco School of Massage & Bodywork is to provide quality training and affordable education in the art and science of massage therapy and bodywork modalities. SFSM continually strives to offer balanced and challenging curricula and is committed to graduating highly trained practitioners who are expertly qualified and well prepared to gain immediate employment in the field of therapeutic massage and bodywork.

PROGRAM OVERVIEW

The San Francisco School of Massage & Bodywork (SFSM), a private institution, offers overs a comprehensive and detailed training that is approved by the California Massage Therapy Council (CAMTC), the California Bureau for Private Postsecondary Education (BPPE), and is a National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) Assigned School, as well as an NCBTMB Approved CE provider. SFSM is also proud to hold institutional accreditation by the Accrediting Bureau of Health Education Schools (ABHES).

SFSM prides itself on the diversity contained within our curricula and offers students many opportunities to explore the breadth of bodywork while emphasizing practicality and functionality. Our comprehensive Massage Therapist Program, for example, includes 600-hours of instruction in the most in-demand and effective massage therapy and bodywork techniques, advanced anatomy and physiology, business development skills, therapist self-care, and body mechanics practices. This robust program is ideal for students who want a rewarding, lifelong career in massage and bodywork and prepares graduates for state certification while providing a dynamic tool set for working with clients and their bodies individually to maximum benefit. Designed to address all the requisite aspects of a successful massage career, this all- encompassing course is ideal for students looking for plug and play ease in their training.

APPROVALS, CREDENTIALS AND MEMBERSHIPS

In keeping with our high standards of excellence, the San Francisco School of Massage & Bodywork is licensed and/or approved by the following agencies that oversee our operation. Graduates of our certificate programs are eligible to use hours earned at this institution towards certification in California and towards national certification. All programs taken at the San Francisco School of Massage & Bodywork are certificate, non-degree programs.
This institution is a private institution, that it is approved to operate by the Bureau for Private Postsecondary Education. Approval to operate means compliance with state standards as set forth in the CEC and 5, CCR.

- Institutionally Accredited by the Accrediting Bureau of Health Education Schools (ABHES) #I-349 7777 Leesburg Pike, Suite 314 North Falls Church, VA 22043, (703) 917-9503
- Approved by the California Massage Therapy Council (CAMTC), School Approval # SCH0056
- Approved by the State of California's Bureau for Private Postsecondary Education act of 2009 (BPPE: http://www.bppe.ca.gov/)
- Approved Title IV Federal Student Aid institution providing financial aid assistance in the form of grants and/or student loans to qualified students (FAFSA School Code 042734).
- Approved CE Provider by the National Certification Board for Therapeutic Massage & Bodywork (NCBTMB)
- Assigned School status through the National Certification Board for Therapeutic Massage & Bodywork (NCBTMB)

FACILITIES AND EQUIPMENT

The San Francisco School of Massage & Bodywork campus is located on the third floor of a historical Mission District building and includes three large and spacious classrooms all housed in approximately 5,000 square feet of space. In addition to the classrooms, the campus includes the school's administrative offices, practicum rooms, a student break room, student lounge area, student books and resource materials library, and a front desk/ reception area. SFSM also maintains a satellite location at 2973 16th St #100, San Francisco, CA 94103 to operate our student massage clinic. Equipment that is available for student and staff use include massage tables, stools, massage chairs, lotions and oils, instructional skeleton models, white boards, overhead projectors, computers, and audio equipment. At the start of the 600-hour program, students are given all the required books.

PLACEMENT ASSISTANCE

The San Francisco School of Massage & Bodywork is very pleased to be able to offer job placement services to all our program graduates. Upon successful completion of the Massage Therapist program, and the subsequent obtainment of the State of California's Massage Therapist Certification, graduated students will work closely with a Student Services Representative to find the best available employment opportunities in the field of massage and bodywork.

SFSM has built a very large and diverse network of employers in our 53+ years as a massage and bodywork training institution. Over these many years, employers have continually relied on us in their search to find qualified, dedicated and well-trained massage therapy graduates. Graduating from the San Francisco School of Massage & Bodywork allows you to take advantage of these mutually beneficial and professional relationships we have fostered in our long standing history in the San Francisco Bay Area.

While the San Francisco School of Massage & Bodywork offers job assistance services, no guarantee of placement can be made.

MASSAGE THERAPIST PROGRAM

600 HOURS

PROGRAM MISSION

The San Francisco School of Massage & Bodywork's 600-Hour Massage Therapist Program is a comprehensive training designed for the student who is committed to building a rewarding career in massage and bodywork. The curriculum and content offered in this program covers all the essentials needed for becoming a successful, independent or employed bodyworker/massage therapist. It includes everything from learning fundamental massage skills to mastering the most in-demand advanced modalities. Emphasis is placed on honing technical skills and building and marketing a successful, private bodywork practice. The components of this program are designed to meet the educational expectations of our students, faculty and the community that we serve based on student, faculty, employer and Advisory Board feedback.

PROGRAM OBJECTIVES

The 600-Hour Massage Therapist Program is intended to prepare students for state certification and gainful employment as Massage Therapists upon graduation from the program. Graduates of the MT program will be prepared to launch their own private practice, and/or find employment in spas, health centers, chiropractic offices, fitness centers, and any other related environment in which massage and bodywork is deemed appropriate. Additionally, students who have successfully completed the Massage Therapist Program will meet the requirements to be able to obtain the California Massage Therapy Council's Massage Therapist Certification and/or to sit for the Massage and Bodywork Licensing Examination.

The program is taught in a four module format, each with specific class content as highlighted below. A variety of schedule options allow for completion times ranging from six to twelve months. Students will be awarded a certificate of completion after successfully completing all graduation requirements for the program.

The San Francisco School of Massage provides a blended program. There are currently no (0) hours delivered through distance education. Additional classes may be offered through distance education if necessitated by SF Department of Public Health pandemic guidelines. Unless otherwise indicated, all classes other than those noted above are residential in nature and are held at The San Francisco School of Massage & Bodywork's main campus, at 475 Valencia Street, San Francisco, California, 94103.

PROGRAM CONCENTRATIONS

The Massage Therapist Program is taught in a four-module format. Modules must be taken sequentially. Each Module builds on the previous Module, progressing from foundational work to advanced concepts and modalities.

Module 1 "Fundamental Massage Skills (Swedish)" introduces students to the principal skills and knowledge required to perform basic Swedish / relaxation massage through a variety of classes interweaving hands-on skills with theory, anatomy and physiology, massage ethics and client communication. Students must complete Module 1 or equivalent coursework at another institution to progress to Module 2. Module 1 includes the following coursework:

MASSAGE THEORY AND PRACTICE

- BODY PARTS 1 (4 hours each class – 36 hours total): Body Mechanics / Props and Positioning, Back 1, Back of Legs & Buttocks 1, Front of Legs & Feet 1, Hands, Arms & Shoulders Prone, Neck 1, Abdomen & Chest, Head & Face, Client Interviewing with Full Body Demonstration
- BODY PARTS 2 (4 hours each class – 20 hours total): Back 2 w/ Arm & Neck Integration, Back of Legs & Buttocks 2, Front of Legs & Feet 2, Hands, Arms & Shoulders Supine, Neck 2 with Head & Face Integration
- ADVANCED HANDS-ON (4 hours each class - 24 hours total): Prone Review and Practice, Supine Review & 30 Minute Timed Practice, Petrissage & Detail Work, Side-Lying, Massage Flow & Transitions, Interviewing & Full Body Practice
- ENERGY AND TOUCH (4 hours)

BUSINESS AND ETHICS

- Ethics (4 hours)
- Working in a Professional Environment (4 hours)

ANATOMY & PHYSIOLOGY

- ANATOMY LAB AND LECTURE (12 hours total): Anatomy A – Muscles (4 hours), Anatomy B - Bones (4 hours), Anatomy C – Systems (4 hours)

ADMINISTRATIVE AND SKILLS ASSESSMENT CLASSES

- ORIENTATION: FOUNDATIONS OF MASSAGE (4 hours)
- HANDS-ON MID-POINT EVALUATION (4 hours)
- WRITTEN EXAM & FULL BODY PRACTICE (4 hours)
- HANDS-ON FINAL EVALUATION (4 hours)

Module 2 "Intermediate Massage Techniques" begins a philosophical shift from an incidentally therapeutic relaxation mode of practice to an intentionally therapeutic results-based mode of practice. Emphasis is placed on incorporating knowledge of muscle function, origin and insertion points, and assessment techniques with postural understanding, stripping and cross-fiber hands-on techniques to create lasting effects that address holding and postural patterns to work progressively with clients in creating enduring effects. Module 2 includes the following coursework:

MASSAGE THEORY AND PRACTICE

- REGIONS OF THE BODY (32 hours total): Back (4 hours), Shoulder Girdle (4 hours), Forearm & Hand (4 hours), Lower Leg (4 hours), Thigh & Knee (4 hours), Abdomen & Psoas (4 hours), Sacrum & Lumbar (4 hours), Neck (4 hours).
- ASSESSMENT TOOLS AND HANDS-ON REVIEW (32 hours total): 60-Min Instructor Demo (4 hours), 60-Min Timed Practice (4 hours), Joints & Movement – Hands-on Stretching (4 hours), Upper Body Review (4 hours), Body Assessment Tools (4 hours), Body Assessment Practicum (4 hours), Lower Body Review (4 hours), 90 Minute Practice/ Side Lying (4 hours).

BUSINESS AND ETHICS

- CLIENT / THERAPIST RELATIONSHIP (4 hours)

ANATOMY, PHYSIOLOGY & KINSIOLOGY

- LAB AND LECTURE (40 hours total): Muscle Function & Palpation (4 hours), Kinesiology: Muscles & Movement (4 hours), Anatomy: Spine & Thorax (4 hours), Anatomy: Shoulder & Arm, Breath Mechanics (4 hours), Anatomy : Thigh & Knee (4 hours), Anatomy Leg & Foot (4 hours), Round Robin A: Upper Body Bony Landmarks (4 hours), Injuries and Common Complaints (4 hours), Anatomy & Physiology: Connective Tissue (4 hours), Anatomy: Joints (4 hours).

ADMINISTRATIVE AND SKILLS ASSESSMENT CLASSES

- ORIENTATION/ TISSUES & PALPATION (4 hours)
- WRITTEN EXAM & FULL BODY PRACTICE (4 hours)
- HANDS-ON MID-POINT EVALUATION (4 hours)
- HANDS-ON FINAL EVALUATION (4 hours)

CLINICAL PRACTICE

- MODULE 2 CLINIC (30 hours)

Module 3 "Advanced Massage Modalities and Techniques" completes the philosophical shift from relaxation massage to clinical, therapeutic massage by introducing students to a variety of advanced massage modalities tailored to results based outcomes. Module 3 includes the following coursework:

MASSAGE THEORY AND PRACTICE

- DEEP TISSUE FUNDAMENTALS (20 hours, spread out over 5 classes)
- PREGNANCY MASSAGE (8 hours total, spread out over 2 classes)
- CHAIR MASSAGE (8 hours spread out over 2 classes)
- NEUROMUSCULAR THERAPY - TRIGGER POINT (8 hours total, spread out over 2 classes)
- LYMPHATIC MASSAGE (12 hours spread out over 3 classes)
- 90-MINUTE PRACTICE/ INTEGRATION (4 hours)
- 60-MINUTE TIMED RACTICE (4 hours)
- OPEN PRACTICE/ INTEGRATION (4 hours)
- MOD 3 REVIEW & INTEGRATION (4 hours)

BUSINESS AND ETHICS

- CAREER PLANNING (4 hours)

ANATOMY, PHYSIOLOGY, KINESIOLOGY & PATHOLOGY

- ANATOMY LAB AND LECTURE (16 hours total): Anatomy Review: Lower Body (4 hours), Anatomy: Nerve and Muscle Interaction (4 hours), Joint Research Project Check In (4 hours) and Joint Research Project Presentations (4 hours)
- PATHOLOGY (12 hours spread out over 3 classes)
- ROUND ROBIN B: BONY LANDMARKS LOWER BODY (4 hours)

ADMINISTRATIVE AND SKILLS ASSESSMENT CLASSES

- MODULE 3 ORIENTATION/ INSTRUCTOR DEMONSTRATION WITH LONG INTERVIEW (4 hours)
- TREATMENT PLANNING (4 hours)
- HANDS-ON MID-POINT EVALUATION (4 hours)
- HANDS-ON FINAL EVALUATION (4 hours)

CLINICAL PRACTICE

- MODULE 3 CLINIC (30 hours):

Module 4 "Advanced Massage Modalities and Techniques" further explores clinical, therapeutic massage by introducing students to additional advanced massage modalities tailored to results based outcomes. Module 4 includes the following coursework:

MASSAGE THEORY AND PRACTICE

- PROPRIOCEPTIVE TECHNIQUES (12 hours spread out over 3 classes)
- DEEP TISSUE STRATEGIES (12 hours spread out over 3 classes)
- SPORTS MASSAGE (8 hours total, spread out over 2 classes)
- ORTHO-BIONOMY: SPINE AND PELVIS (16 hours spread out over 4 classes)
- REVIEW & INTEGRATION 3 & 4 (8 hours total, spread out over 2 classes)
- 60-MINUTE TIMED PRACTICE (4 hours)
- MOD 4 REVIEW & INTEGRATION 1, 2 and 3 (12 hours total, spread out over 3 classes)

BUSINESS AND ETHICS

- ORIENTATION & GOING PRO (4 hours)
- WORKING WITH SPECIAL POPULATIONS (4 hours)
- MBLEx PREPARATION (4 hours)

ANATOMY, PHYSIOLOGY & KINESIOLOGY

- ANATOMY LAB AND LECTURE (12 hours total): Anatomy: Neck, Skull & Jaw (4 hours), Anatomy: Nervous System (4 hours), Kinesiology: Proprioception & Nervous System (4 hours)

ADMINISTRATIVE AND SKILLS ASSESSMENT CLASSES

- HANDS-ON MID-POINT EVALUATION (4 hours)
- WRITTEN EXAM & 60-MINUTE TIMED PRACTICE (4 hours)
- HANDS-ON FINAL EVALUATION (4 hours)
- CLIENT CASE STUDY PRESENTATIONS (4 hours)
- CLOSING/ GRADUATION (4 hours)

CLINICAL PRACTICE

- MODULE 4 CLINIC (30 hours)

PROGRAM SCHEDULES

The 600-Hour Massage Therapist Program is offered with a variety of schedule options, or tracks, all designed to provide students a convenient choice when selecting a schedule that is most appealing or that best suits their lifestyle. Schedule tracks are offered continuously throughout a calendar year and all start dates are released and made available through our website and as an insert in our school catalog. Upcoming start dates and schedules can also be obtained by contacting the school and speaking with one of our friendly Admissions Guides.

TRACK	DAYS	TIME	WEEKLY HOURS	DURATION
Track 1: DAYS	Mon, Wed, Fri	9:00am – 6:00pm	24 hours average	6 months approx
Track 2: EVENINGS	Tues, Wed, Thur	6:00pm – 10:00pm	12 hours average	11 months approx
Track 3: MORNINGS	Mon, Weds, Fri	9:00am – 1:00pm	12 hours average	11 months approx
Track 4: Part-time DAYS	Tues & Thurs	9:00am – 6:00pm	16 hours average	9 months approx

GRADUATION REQUIREMENTS

The 600-hour Massage Therapist Program is an hours-based certificate program comprised of 510 instructional hours and 90 hours in the student clinic.

- Complete 510 hours of in-class instruction and hands-on practice.
- Complete 90 clock hours in the SFSM Student Clinic.
- Attendance: Students are expected to attend all classes, and to make up any absences.
- Score a minimum of 70% correct or on all written exams.
- Passing score on all practical (hands-on) examinations.
- Complete Anatomy Coloring Book assignments as listed in the anatomy section of the program manual.
- Complete and document a minimum of 5 practicum (practice) massages outside of class (Module 1).
- Complete all reading assignments before class. Reading assignments are listed by class in the program manual.
- Joint Case Study Project & Oral Presentation: A written and oral assignment allowing you to explore anatomy on a more intimate plane and gain confidence speaking in anatomical terms. Presentations will be given in class to your fellow classmates.
- Professional Visibility Project Assignments: Hands-on, written, and oral assignments allowing you to explore and develop professional skills relating to marketing, communication, practice management, and client relations.
- Client Case Study: At the beginning of Module 3, students will find an appropriate client and conduct five sessions utilizing the appropriate learned techniques, chart progress, and present findings/summary to the class.
- Make-up Assignments: Completion of all make-up assignments if applicable

EXAMINATION REQUIREMENTS

The massage and bodywork competency assessment examination described in Business and Professions Code section 4604(a)3(A) is not a requirement for certification in California, but may be required for licensure or certification as a Massage Therapist in any other state.

CONSUMER INFORMATION & COSUMER DISCLOSURES

Consumer disclosure information regarding SFSM's programs, pursuant to the Code of Federal Regulations related to student consumer information and programs that prepare students for gainful employment, may be found on SFSM's website at https://www.sfsm.edu/consumer-disclosures

SFSM publishes a Financial Aid Consumer Information Packet that discloses the Financial Aid processes and discusses consumer information. It reflects current regulations affecting refund repayments and other important issues. SFSM will annually distribute to all enrolled students, a notice of the availability of the Consumer Information. It is known that the student is responsible for understanding all of the content in the Consumer Information document and how it directly relates to federal student aid. A printed version of The Financial Aid Consumer Information Packet is available upon request.

CRIME AWARENESS AND CAMPUS SECIRTY

SFSM is required to compile and report any criminal activity, which takes place on the campus. The school must report statistics on the following crimes: sex offenses, forcible or non forcible; burglary; motor vehicle theft; drug and alcohol abuse. This report is available to all prospective students and employees, and may be found on SFSM's website at https://www.sfsm.edu/security-report. SFSM will annually distribute to all enrolled students, a notice of the availability of the Campus Security Report. Should a student or staff member be affected by a crime, they should report the occurrence to the School Director. The School Director will record the incident and refer the case to the proper law enforcement officials.

REGISTRATION AND TUITION

We are pleased to offer our 600-hour Massage Therapist Program, consistently regarded as among the best in California, at a remarkably competitive tuition cost.

Please call us at (415) 474-4600 to register.

PROGRAM	REGISTRATION	STRF*	BOOKS	TUITION	TOTAL DUE**:
600-Hour Massage Therapist	$75.00	$0.00	$250.00	$10,875.00	$11,200.00

THE TOTAL ABOVE REPRESENTS THE ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM AND THE CURRENT PERIOD OF ATTENDANCE AS THEY ARE ONE IN THE SAME.

Additional supplies required include: one set of colored markers or pencils ($5+/-), one set of twin-size sheets ($15+/-), t-shirt and sweat pants ($40+/-), and project materials ($25+/-). Internet capable smartphone, laptop or desktop computer for the distance learning portion of the program ($200+/-).

Regardless of when students are admitted and how they pay, all students are charged the same tuition. There is no sliding scale based on any circumstances. Charges are uniform and consistent.

** Student Tuition Recovery Fund – Non-refundable mandatory tuition assessment fee instituted by the CA Bureau for Private Postsecondary Education. Effective April 1, 2024, the Student Tuition Recovery Fund (STRF) assessment rate will be zero dollars ($0.00) per one thousand dollars ($1,000) of institutional charges. (5, CCR section 76120).*

*** Price represents the cash price of programs. Utilizing a payment plan may incur additional charges. These charges may vary depending on the payment plan chosen and the amount of down payment made. Please contact SFSM directly to discuss payment plan options and any additional charges.*

Prices are subject to change without notice. Registration fees are non-refundable and are required to reserve a place in any program or workshop.

The San Francisco School of Massage & Bodywork is a privately owned institution licensed to operate by the Bureau for Private Post-secondary Education. SFSM is pleased to offer a variety of payment options. Federal financial aid is available for those who qualify. SFSM also provides a variety of flexible payment plans to suit different needs and preferences. Payment plan options may vary by program length. Students may also choose to seek private educational lending through alternative sources. The principal amount of any privately acquired educational loan and any fees or interest incurred associated with privately acquired loan(s) are the sole responsibility of the student before enrollment, during the training and after graduation or withdrawal from educational programs at SFSM. The San Francisco School of Massage & Bodywork takes no responsibility for loan agreements made privately between students and their lending institutions.

SFSM is an eligible participant under the U.S. Department of Education's Federal Financial Aid Programs. SFSM makes available to students financial aid in form of grants, as well as student loans. Qualified students may use any of the following plans or their combination to pay for the tuition:

- Free Application for Federal Student Aid (FAFSA ®) (SFSM's school code is 042734): PELL Grant, Direct Loans (Subsidized/Unsubsidized), and PLUS Loan
- Department of Rehabilitation (DOR)
- In-house payment plans

– FAFSA® is a registered trademark of the U.S. Department of Education.

If the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds. If a student obtains a loan to pay for his/her education, he/she has the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student defaults on the loan (federal, state, private), the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including garnishing an income tax refund; and (2) You may not be eligible for any other government financial assistance at another institution until the loan is repaid.

Federal Financial Aid Information is available at https://fafsa.ed.gov/.

"I have learned so much here that I can hardly believe it. There are many knowledgeable and friendly teachers from many different backgrounds and modalities. We really get trained well to be professionals in the field."

~ Marshall Beichner, CMT

INSTRUCTORS

KAREN GRAMBERG, CMT

Adjunct Instructor:
Massage Therapist Program,
Co-Director:
Massage Therapist Program

- University of CA Santa Barbara – BA Sociology, BA Law & Society
- San Francisco School of Massage & Bodywork – Certificate
- Rolf Institute of Structural Integration – Advanced Foundations of Structural Integration
- Practice Started in 2003 / Focus: Deep Tissue Massage and Postural Support

MORGAN RUDLUFF, CMT

Adjunct Instructor:
Massage Therapist Program

- Graduate of SFSM's 600-hr Massage Therapy program - Certificate
- In private practice since 2018
- Three year SFSM Teaching Assistant for Karen Gramberg
- Additional training in Modern Therapeutic Cupping, Manual Lymphatic Drainage, and functional anatomy study
- Prior to massage therapy Morgan had a career in the arts working primarily as a large-scale sand sculptor. She considers all her years as a sand sculptor to have been instrumental in how she approaches bodywork: "Both of my careers have been equal parts art, design, science, composition, education, adaptability, attention to detail, creativity, intuition, and an absolute love for what I am doing."

JIM BERNS
Advanced Ortho-Bionomist

Adjunct Instructor:
Massage Therapist Program,
Ortho-Bionomy©

- Co-author of *Ortho-Bionomy: A Practical Manual*
- Quinnipiac University – BS Sociology
- New School of Massage - Certificate
- Practice Started in 1979 / Focus: Ortho-Bionomy, Teacher Training and Business Practices

LILLIANN PAPALOUKAS, CMT

Adjunct Instructor:
Massage Therapist Program

- SFSM graduate, Fundamentals, Zen Shiatsu, and Bodywork Therapist programs
- Training at SFSM in Thai Massage, Deep Tissue, Trigger Point, Lymphatic Massage, Sports, Pregnancy Massage, Reflexology, Ortho-Bionomy, Cranial Sacral, and Dynamic Stretching
- Additional certifications in Hot Stone Therapy and Applied Anatomy
- Reiki Practitioner
- Lilli Ann maintains a successful integrated bodywork therapy practice in San Francisco specializing in personalized sessions combining Hot Stone Massage with a blend of Swedish, Deep Tissue, Shiatsu and Thai Massage techniques.

ANNIE LUBKE, CMT

Adjunct Instructor:
Massage Therapist Program

- Certified Massage Therapist, graduate of SFSM's Massage Therapist Program
- Advanced Massage Therapy training in Deep Tissue, Myofascial Release, and Neuromuscular Techniques
- CAMTC Certified #79615 • NCBTMB Board Certified #2000874
- Annie has built her experience through work in her successful private practice as well as working in both spa and wellness centers

TRACY RESCIGNO, CMT

Adjunct Instructor:
Massage Therapist Program

- 1999 Certificate from Sarasota School of Massage Therapy
- 1999 Certified in Neuromuscular Therapy
- 1994 Certified Reiki Master
- 20+ years of providing Neuromuscular and massage services in private practice and for local Chiropractic offices, Health Spas, and 5-star retreats, hotels and Inns

BRYAN QUINTERO, CMT

Adjunct Instructor:
Massage Therapist Program

- Graduate of the San Francisco School of Massage & Bodywork in 2019
- Bryan is a CA Certified Massage Therapist / CAMTC #80318
- Holds a Master's degree in Philosophy from University of California at Santa Cruz
- Has maintained a thriving private practice since 2019
- Bryan has also spent the last 4 years contracting as an in house massage therapist for the San Francisco Ballet. Working directly with dancers twice a week he focuses on myofascial work, deep tissue, and trigger point release

CORINNE ROLLOLAZO, CMT

Adjunct Instructor:
Massage Therapist Program

- Graduate of the Georgia Massage School in 2018 and the Esalen Institute in 2019
- Corinne is a CAMTC Certified Massage Therapist, Certified Esalen Bodywork Practitioner as well as an Adaptive Yoga Teacher
- Holds a Bachelor's degree (BA) in Business from New York University (NYU)
- Maintains a thriving private practice specializing in Esalen, Deep Tissue, Swedish, and Thai Massage

JEFF FORD, CMP

Adjunct Instructor:
Massage Therapist Program

- Rensselaer Polytechnic Institute – Bachelor of Science
- San Francisco School of Massage & Bodywork – Certificate + 200 hours of additional CE Classes
- Advanced training in Deep Tissue, Thai Massage, Dynamic Stretching, and Trigger Point Release
- Practice Started in 2012 / Focus: Clinical Bodywork, Deep Tissue

ELLIS WENG, CMT

Adjunct Instructor:
Massage Therapist Program

- Graduate of the 600-hour San Francisco School of Massage & Bodywork, San Francisco, California
- Trained at the 200-hour International Training Massage School, Chiang Mai, Thailand
- Continuing education in NeuroKinetic Therapy and Esalen Technique
- CAMTC Certified Massage Therapist and owner of Unity Bodywork in San Francisco
- Holds a Master of Engineering and a Bachelor of Arts in Computer Science from Cornell University, Ithaca, New York
- Specializes in neuromuscular, Thai, and sports massage with an emphasis on movement assessment and pain rehabilitation
- Instructor in advanced clinical modalities and manual muscle testing
- Dedicated to bridging neuroscience and bodywork education to help clients and students move with greater awareness and ease

JENNY VALENTINE, CMT

Adjunct Instructor:
Massage Therapist Program

- Graduate of SFSM's 600-hr Massage Therapist program
- Holds a Bachelor's degree in Liberal Arts from DePaul University in Chicago
- Continuing training in Thai massage and Myofascial Release
- Keeps a private practice specializing in clients with disabilities, mobility challenges, and Ehlers Danlos Syndrome
- Participates in local charities and community mutual aid, providing free bodywork for activists and homeless individuals

ART RIGGS
Certified Advanced Rolfer

Adjunct Instructor:
Deep Tissue Massage

- Author of *Deep Tissue Massage: A Visual Guide to Techniques*
- Producer of *Deep Tissue and Myofascial Release: A Video Guide to Techniques*
- Drake University – BS Psychology, MA English
- UC Berkeley – two years of PhD in Exercise Physiology
- McKinnon Body Therapy Institute Basic Massage Certificate
- Rolf Institute of Structural Integration Advanced Rolfer Certificate
- Practice Started in 1986 / Focus: Rolf Structural Integration, Therapeutic Myofascial Release and Soft Tissue Manipulation for injuries and general health

TIM COWEN, CMT

Adjunct Instructor:
Massage Therapist Program,

- San Francisco School of Massage & Bodywork - Certificate
- The Kripalu Yoga Institute
- University of Massachusetts at Amherst
- Tim is a lifelong student of the body and brings more than 25 years of education and experience to his sessions

HELEN HICKMAN, CMT

Adjunct Instructor:
Massage Therapist Program

- Towson State University, Baltimore, Maryland
- Baltimore School of Massage, 500 hour Massage Therapist Program Certificate
- Practicing Massage Therapist for over 25+ years
- Private practice in the Bay Area started in 2004 / Focus: Neuromuscular, Structural Integration, Myoskeletal Alignment Technique (MAT), prenatal and postpartum massage, labor massage

NICOLE CAVANAUGH, CMT

Adjunct Instructor:
Massage Therapist Program

- 1995 San Francisco School of Massage - Certificate
- Shiatsu Institute - Shiatsu Practitioner Certificate
- BS, The University of Iowa, Iowa City, Iowa
- Additional study in Deep Tissue Techniques, Reiki, Reflexology, Pregnancy massage & other advanced massage techniques
- Over 20 years experience in the massage industry includes maintaining a private practice in SF and spa industry management
- In the classroom, Nicole's emphasis is on the ultimate safety and endurance of the practitioner through proper body mechanics, self-maintenance, and mindfulness

ADMINISTRATIVE STAFF

GARY WITT, Owner / School Director, Program Director, Admissions, CMT, Certified Rolfer – Gary acts as the full-time School Director and is the owner of the San Francisco School of Massage & Bodywork. In January 2010, he purchased the already existing and successful massage school having built a successful and profitable massage business of his own. Gary has been a Certified Massage Therapist and a Certified Rolfing Practitioner since 1998 and has years of experience in management in both the massage field and the field of technology and customer support. From 2008 to 2010 he was also an instructor at the San Francisco School of Massage & Bodywork. In addition to his numerous certificates in massage and bodywork training, Gary also holds a Bachelor of Science degree in Sociology from Northern Arizona University.

SARAH PARTOS, Assistant Director, Financial Aid Director, Admissions Guide, CMT – Sarah is a State Certified Massage Therapist and is employed full-time as SFSM's Assistant Director. In her role, Sarah is responsible for providing student support, collecting and analyzing data for all programs and running the Job Placement Assistance Program. Before coming to the San Francisco School of Massage & Bodywork, Sarah spent five years acting as the student services liaison and administrative professional for an international English school in San Francisco. In addition to her administrative work at SFSM, Sarah has completed the 500 hour Massage Therapist program at the school, receiving her Certified Massage Therapist designation in December of 2012 and has been working as a professional massage therapist since.

JEFF FORD, Clinic Manager, CMP – As manager of SFSM's massage clinic, Jeff oversees the day to day operations of the school clinic and supervises student participation including all scheduling, attendance, and client interactions. Jeff has been employed part-time at the school since February of 2012 and has been instrumental in creating and establishing clinic policies and procedures. Jeff has been a certified massage practitioner since 2012 and maintains a burgeoning private massage practice. Prior to his employment at the San Francisco School of Massage & Bodywork, Jeff worked as a software engineer for several years, was manager of a Fed-Ex shipping center, and was the owner and manager of an internet cafe in Atlanta, Georgia.

MARCELLA GRIES, Student Services, Admissions Guide, CMT – Marcella completed her training at SFSM in 2019. A California Certified Massage Therapist, she began working with SFSM in 2021 as a Student Services Representative and Admissions Guide. Marcella brings a creative and detail-oriented eye to SFSM, merging her unique perspective with her vast administrative, massage, and clinical experience to great benefit of our students. In her role as an Admissions Guide, Marcella provides guidance and insight for incoming students during admissions, assisting them in their discovery and registration process. She also provides essential student support, collecting and managing important attendance data critical to the efficacy of SFSM's programs.

ANGELA ABDELMESSIH, StudentServices, Admissions Guide, CMT – Angela Abdelmessih is the Front Desk Manager. She provides clerical support through administration of front desk duties including answering the phones, responding to student and prospective student questions and tracking student attendance, She also provides administrative support to the Program Director/ Student Services Manager, Clinic Manager, Assistant Director and the School Director as needed.

RICHARD DULDULAO, Student Services, Financial Aid Representative – Richard works in the school's financial aid department providing critical support and guidance to students participating in the federal student aid process. His numerous years and experience working in customer care and administration enables Richard to provide SFSM students with guidance and support. Richard also provides essential student support, collecting and managing important attendance data critical to the efficacy of SFSM's programs.

MARLIZ RAMIREZ, Student Services, Admissions Guide, CMT – Marliz attended SFSM and graduated from the school in 2016. She is a CAMTC Certified Massage Therapist and began working with SFSM in 2017 and again in 2024. As a Student Services Representative and Admissions Guide, Mar brings a creative and detail-oriented eye to SFSM, merging her unique perspective with her vast administrative and massage experience. In her role as an Admissions Guide, Mar provides guidance and insight for incoming students during admissions, assisting them in their discovery and registration process. She also provides essential student support, managing important attendance data critical to the smooth running of SFSM's massage programs.

STUDENT SERVICES

The San Francisco School of Massage & Bodywork is pleased to offer a variety of services to the student both inside and outside the classroom environment.

LIBRARY AND RESOURCE MATERIAL

SFSM maintains a reference library of books and materials for students enrolled in all our programs. These reference materials include books on massage and bodywork, business practices, anatomy and physiology, science, energy work and other subtle modalities, and other bodywork related resources. All reference books and materials are property of SFSM and are not to be removed from the premises at any time. Library Access Procedures: Students may access library resources at any time during the school's operating hours. Access is freely available without request, and students may utilize any materials on the library shelves, which are located in the student lounge next to the kitchen.

PLACEMENT ASSISTANCE

The San Francisco School of Massage & Bodywork is very pleased to be able to offer job placement services to all our program graduates. Upon successful completion of the Massage Therapist program, and the subsequent obtainment of the State of California's Massage Therapist Certification, graduated students will work closely with a Student Services Representative to find the best available employment opportunities in the field of massage and bodywork.

HOUSING ASSISTANCE

SFSM does not provide housing, dormitory or lodging facilities for students. However, we do maintain a network of available rental opportunities in the area. Rental costs vary based on length of stay. Nightly rates range from approximately $85 - $250. Weekly rates range from approximately $265 - $1000. If you are in need of housing, please contact a SFSM for assistance.

TUTORING AND ACADEMIC ADVISING

Academic advising and tutorial help is available to those students in need. We offer specialized one on one advising and tutoring, and offer periodic free classes and seminars designed to help students gain more confidence and support in mastering both massage techniques and academic requirements. Please contact a Student Services Representative for more information.

PRACTICUM ROOMS

SFSM provides, free of charge for its students, private treatment areas to complete outside of class hands-on practices. Typically these rooms are available on a first come first served basis during office and class hours on weekdays only. To make a reservation for a treatment room, students should call the front desk at 415-474-4600 with a desired time and day for the appointment.

OTHER SERVICES

All SFSM students, regardless of whether they are enrolled in our distance education online curriculum or our in-person training program have access to the same student services opportunities. Online students are encouraged to interact with our student services staff via email, phone, the school's text line, and even through planned Zoom calls as needed. Student services is available to be reached by any of the above methods between the hours of 9am – 5pm, Monday – Friday. All services available to in-person students are also readily available to our distance education students, including – but not limited to – class make-up help, tutoring, career services, job placement, and general student support.

SFSM is pleased to offer an on-site community resource guide to all our enrolled and graduated students. This guide is available at the front desk and is a great resource for a plethora of serviceranging from childcare assistance, alcohol and drug counseling, personal counseling, sexual abuse services, suicide hot lines, legal assistance, and free and low cost medical services.

LEGAL DISCLOSURES, RULES AND ACADEMIC STANDARDS

LEGAL DISCLOSURES: *As required by the California Bureau for Private Postsecondary Education*
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. 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, Physical address: 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834. Mailing Address: PO Box 980818, West Sacramento, CA 95798-0818, Web Site Address: www.bppe.ca.gov, Phone: 916-574-8900, Toll Free: 888-370-7589, Fax: 916-263-1897.

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

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

RECOGNITION OF CREDITS TRANSFERRED FROM OTHER INSTITUTIONS

The San Francisco School of Massage & Bodywork will only recognize clock hours from other California Massage Therapy Council (CAMTC) approved schools where the curriculum is substantially similar in scope and content to one or more Modules of the Massage Therapist Program. Incomplete hours from other programs not held at the San Francisco School of Massage & Bodywork shall not be recognized or constitute hours of credit towards SFSM programs. Students Transfer hours will not be absorbed into the hours received from the San Francisco School of Massage & Bodywork. Applicants must submit transcripts from all schools attended when applying for state certification through the CAMTC. Please note; the CAMTC reserves the right, in its sole discretion, to not accept any or all transfer hours. Transferred clock hours will be rounded down to the nearest equivalent SFSM module and the student shall begin at the subsequent module in the program of study. For example, a student who received 300 hours of substantially similar training would be credited academically for 279 hours of training at SFSM and credited with having completed Modules 1 & 2 at SFSM. Similarly, financial credit shall be awarded equivalent to the portion of clock hours transferred. Therefore, a student who transferred 150 hours from another institution would be discounted 150 hours of tuition at SFSM. Transfer hours may not make up more than 50% of the 500 hours required by the CAMTC for certification therefore SFSM may not allow students to transfer into the Massage Therapist program starting any later than Module 3.

To receive transfer of clock hours, students must complete a written exam/ exams comparable to those required for passing an individual module. Hands-on examinations are administered at an additional expense of $75 to ensure basic hands-on competencies. However, "testing out" is otherwise not applicable. SFSM does not grant credit for professional experience, non-credit classes, or classes or programs completed from institutions not recognized by the state of California or an appropriate accrediting bureau recognized by the Department of Education or by the National Certification Board for Therapeutic Massage & Bodywork. This institution has not entered into an articulation or transfer agreement with any other college or university.

Tuition adjustments for transferred clock hours will be based on the clock hour value of the program tuition charged. Financial credit will be equal to the hours transferred multiplied by the tuition per-hour for the program of study at SFSM less books, registration, and Student Tuition Recovery Fund fees (when applicable). Due to the integrated nature of SFSM's programs, transfer of clock hours will not exempt students from attending specific classes. All transfer students are expected to attend every class as scheduled for their program of study. The acceptance of transfer credits may affect the amount of Financial Aid for which you are eligible.

NO GUARANTEE OF EMPLOYMENT OR LICENSURE EXPRESSED OR IMPLIED

Attendance and/or graduation from a California Massage Therapy Council approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code section 4600 et. seq. Completing training at the San Francisco School of Massage & Bodywork is NOT a guarantee of licensure. Other factors such as, but not limited to, conviction of a felony or misdemeanor substantially related to the field, conviction of a sexual crime, revocation of a previous license in another state or municipality, immigration status or other issues may prevent or substantially inhibit graduates from completing a residential or distance learning program, or from obtaining proper licensure or permit. Further, completion of training at SFSM does not guarantee employment upon completion of requisite course work and licensure.

At the time of publication, licensure is not a requirement for employment in the field of Massage Therapy in the state of California. Voluntary Certification (CMT) is recommended, however each city and county has its own unique requirements. Applicants for voluntary certification must be 18 years of age or older, pay a $300 fee, submit fingerprints and pass a criminal background check, have successfully completed a minimum of 500 hours of training at a CAMTC approved school and have not violated any of the provisions of the California Massage Therapy Act or any policy, procedure, or regulation of CAMTC. Detailed Information can be obtained on the California Massage Therapy Council website at https://www.camtc.org/requirements-to-certify/.

ADMISSION POLICIES

To apply for admission at the San Francisco School of Massage & Bodywork, applicants must schedule a personal interview. The interview is conducted on campus and includes a full tour of our facility along with a written questionnaire. The institution admits as regular students only persons who have a high school diploma or the recognized equivalent of a high school diploma, and who are beyond the age of compulsory school attendance in the state of California (≥ 18). If the institution or the Secretary has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education, SFSM will evaluate the validity by (1) receiving documentation from the secondary school that confirms the validity of the student's diploma, and (2) confirming with, or receiving documentation from, the relevant department or agency in the state in which the secondary school is located, that the secondary school is recognized as a provider of secondary school education. SFSM does not accept Ability to Benefit Students. Acceptance to the school will be determined based on the results of the applicant's written questionnaire and personal interview with the school's Admissions Representative. Successful applicants must demonstrate the ability to fulfill program requirements as determined through the admissions interview process. Students enrolling in the Massage Therapist program must have access to an internet capable smartphone, laptop or desktop computer for the distance learning portion of the program. Once you are accepted, you may then begin the Federal Financial Aid process, if you desire.

The San Francisco School of Massage & Bodywork does not provide English-as-a-second language instruction or English language services. All instruction takes place in English and students must show an intermediate level of proficiency in all areas of the English Language including speaking, reading, writing and oral comprehension. Demonstration of English proficiency is satisfied by documenting successful completion of High School or equivalent and through successful completion of the admissions interview process. If an individual seeking admission into SFSM's program is not able to demonstrate adequate proficiency through the admissions questionnaire and interview, the applicant may be asked to take the Test of English as a Foreign Language (TOEFL iBT). The San Francisco School of Massage & Bodywork does not discriminate in admission or access to our program on the basis of age, race, color, sex, disability, sexual orientation, religion or nationalorigin.

MINIMUM ACADEMIC STANDARDS AND SUSTAINABILITY OF ENROLLMENT

In accordance with Federal Regulations, The San Francisco School of Massage & Bodywork applies a Satisfactory Academic Progress Policy (SAP). This policy is applied equally to all students attending the Massage Therapist Program, regardless of an individual's financial aid status, and whether they are attending full or part-time. Satisfactory academic progress is based on meeting qualitative and quantitative requirements. The requirements noted below are outlined in more detail in the GRADING section below.

1. **Qualitative Requirement:** The San Francisco School of Massage maintains a pass/fail grading system. Students must maintain a passing score in all categories. A passing assignments score requires that all assignments are completed to their individual standards as defined in the syllabus. A passing score for quizzes, tests and practical evaluations requires attainment of a score of 70% or above. A score of 69% or below constitutes a failing score for any test or exam.
    - **a.** All students must successfully complete assignments for a particular program within the maximum allotted time provided, as noted on the enrollment agreement upon registration. Evaluation of the progress of assignments will be assessed for each of the modules upon completion of the scheduled instructional hours.
    - **b.** Students shall not exceed the maximum time allotted for completion of the entire program as stated on the enrollment contract under the section that says, "You have until the maximum completion date to complete all course requirements, assignments, projects, clinical practice, and testing."
2. **Quantitative Requirement:** Students must maintain a cumulative attendance of 92% or more throughout their program and must make up all absences using one of the methods outlined in the ATTENDANCE AND MAKEUP POLICY.
    - a. Attendance is measured both per module and in total for the program.
    - b. An absence is equivalent to 1 (one) 4-hour class. Students are allowed to miss up to three (3) classes per module without serious repercussions beyond completing makeup assignments. Three (3) class periods are equivalent to 92% attendance.
    - c. A passing attendance grade requires that students' make-up clock hours using one of the methods outlined in the ATTENDANCE AND MAKEUP POLICY.
    - d. Students may not exceed a cumulative total of twelve (12) absences within the entirety of the 600-hour Massage Therapist training program which is equivalent to 92% attendance. All absences must be made up through one of the methods outlined in the ATTENDANCE AND MAKEUP POLICY.
3. **Maximum Time Frame:** All students must attend and complete all required classes within the maximum time stated on the enrollment agreement. The maximum time to complete all requirements shall not exceed 150% the duration of scheduled classes.
    - a. Failure to complete within the allotted time will result in nullification of the enrollment agreement and of the student's active status.
    - b. b. Students who exceed the 150% time-frame can no longer be eligible for Title IV funds.
    - c. Students who exceed the maximum time to completion and restart training with a later program shall be subject to a $100 reactivation fee.

Modules: The maximum time to completion of a module is 2 times the duration of that module. **Programs:** The anticipated time to complete any program is 125% of the duration of scheduled classes. **Programs:** The maximum time to complete any program shall not exceed 150% of the duration of scheduled classes.

600-HOUR MASSAGE THERAPIST PROGRAM TIME TO COMPLETION SCHEDULES:

Track 1: DAYS
- Consists of four modules / 26 weeks of classes, 32.5 weeks to anticipated completion, 39 weeks to maximum (150%) completion
- The first 300 hours of the program must be completed within 19.5 weeks

Track 2: EVENINGS
- Consists of four modules / 46 weeks of classes, 57.5 weeks to anticipated completion, 69 weeks to maximum (150%) completion
- The first 300 hours of the program must be completed within 34.5 weeks

Track 3: MORNINGS
- Consists of four modules / 46 weeks of classes, 57.5 weeks to anticipated completion, 69 weeks to maximum (150%) completion
- The first 300 hours of the program must be completed within 34.5 weeks

Track 4: Spring PART TIME DAYS
- Consists of four modules / 34 weeks of classes, 42.5 weeks to anticipated completion, 51 weeks to maximum (150%) completion
- The first 300 hours of the program must be completed within 25 weeks

Track 5: Fall PART TIME DAYS
- Consists of four modules / 35 weeks of classes, 44 weeks to anticipated completion, 52.5weeks to maximum (150%) completion
- The first 300 hours of the program must be completed within 26.5weeks

SAP ADVISORY REVIEWS AND PROBATIONS

1. Period of Evaluation: Satisfactory academic progress is reviewed throughout each module as noted in Modular Assessments, with Programmatic Assessments at 300 and 600 hours. The evaluations are based on assignments, test grades, and attendance.

a. Modular Assessments:
- At the absolute latest, all makeup assignments must be completed by the end of the next Module. For example, any makeups for Module 1 must absolutely be turned in by the end of Module 2. If a student wishes to attend a make-up class and a suitable class is not offered within the time frame noted above, the student must schedule an alternative makeup date with student services. If a student fails to complete any required makeups by the end of the next module, they will be placed on SAP Probation Status as outlined below.
- Upon accruing a fourth (4th) absence within a particular module, the student will be issued a warning they are approaching the maximum number of absences within a module. They will also be placed on SAP Probation / Financial Aid Warning status as outlined below.
- Upon accruing a sixth (6th) absence in a particular module (equivalent to 83% attendance), the student will be placed on SAP Suspension/ Financial Aid Suspension status as outlined below.
- Upon accruing a tenth (10th) absence within the entire 600-hour Massage Therapist program, the student will be placed on the student will be placed on SAP Suspension/ Financial Aid Suspension status as outlined below and notified that missing three (3) more classes will result in their unenrollment from the program. All absences accrued during a program, including clinic shifts and those resulting from excessive tardiness, will be counted towards the maximum number of allowed absences, whether or not they have been made up.
- All absences accrued during a program, including clinic shifts and those resulting from excessive tardiness, will be counted towards the maximum number of allowed absences. Absences which are made up will also be counted towards the maximum number of allowed absences. Students may not exceed a cumulative total of twelve (12) absences within the entirety of the 600-hour Massage Therapist training program.
- Upon accruing the thirteenth (13th) absence within the entire 600-hour Massage Therapist program, the student will face unenrollment from the program. Unenrollment must be appealed within 7 days of the notice of unenrollment. If no appeal is received, or if the appeal is denied, the student will be issued a refund for unused tuition or an invoice for unpaid balances within 45 days of the student's last academic interaction with the school.

b. Programmatic Assessment: At 300 scheduled clock hours a SAP Evaluation will occur for all students regardless of whether they are receiving Title IV funds. At 300 scheduled clock hours if a student is not meeting SAP requirements, they will be placed on SAP Suspension Status, with the right to appeal for extenuating circumstances, as outlined in ACADEMIC STANDARDS APPEALS policy. Students who had been receiving Title IV funds would not receive any additional financial aid funding at this point. If the appeal is approved then Title IV can be reinstated, otherwise financial aid will be suspended

2. Programmatic Assessment: At 600 scheduled clock hours a SAP Evaluation will occur for all students regardless of whether they are receiving Title IV funds. At 600 scheduled clock hours if a student is not meeting SAP requirements, they will be placed on SAP Suspension Status, with the right to appeal for extenuating circumstances, as outlined in ACADEMIC STANDARDS APPEALS policy. Students who had been receiving Title IV funds would not receive any additional financial aid funding at this point. If the appeal is approved then Title IV can be reinstated, otherwise financial aid will be suspended.

3. SAP Probation/ Financial Aid Warning: Student who do not achieve satisfactory academic progress as defined by this policy at the end of each Module are immediately place on SAP Probation. Students who are receiving Title IV Financial Aid will be placed on SAP Probation Status, with the right to appeal for extenuating circumstances, as outlined in ACADEMIC STANDARDS APPEALS policy. Students will be required to complete a SAP Advisory Review, as outlined below. If a student who is on SAP Probation/ Financial Aid Warning does not meet another academic standard, the student will be placed on SAP Suspension/ Financial Aid Suspension as outlined below. For example, if a student is on probation for four (4) absences in a module and does not make-up the fourth absence by the maximum completion date for that module, the student will be placed on SAP Suspension/ Financial Aid Suspension.

4. SAP Advisory Review: Students given a SAP Advisory Review must meet with an administrator within seven (7) days to submit an informal appeal develop an academic plan outlining specific steps that must be taken to meet SAP standards by 300 or 600 clock hours. Students must also submit an Informal Appeal to School Director Gary Witt. Informal letters of appeal do not require any supporting documentation. Failure to respond to notification of SAP Advisory Review, additional absences and/ or failure to follow prescribed plan of action could result in the student's unenrollment from their current program for an inability to maintain the minimum academic and attendance standards. Students may appeal unenrollment as outlined in the ACADEMIC STANDARDS APPEALS policy, below.

5. SAP Suspension/ Financial Aid Suspension: Students who are on SAP Probation or in a Financial Aid Warning status, and who do not make satisfactory academic progress in their term of warning status, are placed on SAP/ Financial Aid suspension. Students on financial aid suspension are not eligible to receive financial aid for their next term of enrollment. Students placed on suspension are notified through Chat/ email and sent a notification by mail. Students who had been receiving Title IV funds would not receive any additional financial aid funding at this point. Unless a student is unenrolled for failure to meet academic or maximum time-frame requirements, students on SAP Suspension/ Financial Aid Suspension status are allowed to continue enrollment without the benefit of financial aid until they meet the requirements of this policy.

6. SAP Probation/ Financial Aid Warning for Maximum Time Frame: This occurs at 125% of the duration of scheduled classes, which is equivalent to 750 clock hours. If at this time a student has deficiencies in attendance, testing or assignments, SFSM shall issue a notice identifying these deficiencies and providing the student with the maximum time to completion as a deadline for resolution of the deficiencies.

7. SAP Suspension/ Financial Aid Suspension for Maximum Time Frame: This occurs at 150% of the duration of scheduled classes. If at this time a student is still deficient in any area, a notice of academic probation shall be sent to the student notifying them that they have failed to meet the standards in the allotted time and have been placed on suspension from the program for continued academic deficiencies. Failure of the student to respond to administrative correspondence or probation notifications within 7 days of receipt may result in the student being immediately unenrolled from their current program. Any students on financial aid will be immediately placed on financial aid suspension.

ACADEMIC STANDARDS APPEALS

Students who are given a SAP Advisory Review and notified they are not maintaining Satisfactory Academic Progress must submit an Informal Appeal to School Director Gary Witt and create a plan of action outlining as outlined in SAP Advisory Review, above. Informal letters of appeal do not require any supporting documentation. Students who are on SAP Probation, or who are dismissed from a program due to a failure to meet these minimum academic standards as contained herein, may appeal their dismissal by sending a letter of appeal with supporting documentation to appealsboard@sfsm.edu, to have their specific circumstances and the termination of their enrollment reviewed by an administrative committee. A review will occur within 7 days of receipt of the email. The student must demonstrate to the committee substantial conditional prohibitions to overturn a decision to disqualify a student from enrollment due to a failure to meet the academic standards. The student must demonstrate to the committee substantial conditional prohibitions to overturn a decision to disqualify a student from enrollment due to a failure to meet the academic standards. Substantial conditions include but are not limited to; physical injury, mental health issues, trauma, severe illness or hospitalizations, deaths in the family, incarceration, or other conditions reasonably beyond the control of the individual student. The committee shall review the student's unique circumstances and determine if the student could have in good faith met the academic standards despite the conditional prohibitions and whether or not the academic dismissal shall stand. Students shall be notified of the decision of the committee within 7 days of the receipt of their letter of appeal.

REINSTATEMENT POLICY

Students whose enrollment has been terminated for failure to maintain satisfactory academic progress and who have been reinstated will be placed on financial aid probation for one Module. Failure to reestablish satisfactory academic progress by the end of the probation period will result in termination from the school. No student will be allowed to re-enroll more than twice. Should the committee reinstate the enrollment of a particular student, their re-enrollment shall commence at the beginning of the next appropriate module beyond the last module the student had satisfactorily completed. Should the committee uphold an academic dismissal, dismissed students are invited to restart their program at the next available module start date with the assessment of a $100 reactivation fee. The balance of any financial credits for unearned tuition from the program the student was dismissed from will be applied to the tuition of that new program and any program hours scheduled but not covered by such credits shall be the financial responsibility of the student. Upon re-enrollment, a new start date, anticipated completion date and maximum time to completion shall be set and any existing academic probations reset as though the student were a new enrollee. However, copies of any academic warnings issued will exist within that student's permanent academic record and will have bearing on any future academic deficiencies that may arise in subsequent programs.

WITHDRAWLS, INCOMPLETES AND REPEATED COURSES

All completed hours, including hours from a partially completed program, will be reflected on academic transcripts. Students who withdraw before program completion shall have the notation of DROP/ WITHDRAWAL reflected on their academic transcript. Students with an incomplete program due to withdrawal will have the option to restart classes at the appropriate level, that level being equivalent to the module following the last satisfactorily completed module within their program of study. For example, if a student has completed modules 1 and 2 of the 600 Hour Massage Therapist program but withdrew several classes into module 3, the student may restart back at the beginning of module 3 at the next opportunity to do so in their chosen schedule, not to exceed 24 months from the original start date. Students who drop or are dismissed from the program may appeal to restart or retake a module from any program if extenuating circumstances such as health problems, pregnancy, surgery or family tragedy had a severe impact on attendance and prevented the student from effectively engaging in the classroom. To appeal to restart or retake a module, the student must submit a signed letter to School Director Gary Witt for review within 7 days of receiving a notice of suspension or unenrollment.

Students who are not receiving Title IV aid: Students who are not receiving Title IV aid may appeal to repeat or restart one or more modules of the Massage Therapist program. If the appeal is approved the student will accrue no additional cost for the repeated classes, however they will not receive any additional clock hours for coursework that has been retaken. If a student who is repeating coursework drops the program, their transcript will reflect clock hours earned for the module which has a majority of completed coursework. Example: A student who is in module 3 is approved to re-start the program from module 2. This student re-enters the program at Module 2, then drops the program in the middle of the Module. If s/he accrued more clock hours in Modules 2 and 3 before dropping and returning, the clock hours from the original enrollment will be shown on the student's transcript.

Students who are receiving Title IV aid: Students who are receiving Title IV aid may appeal to repeat or retake one or more modules of the Massage Therapist program. If the appeal is approved the student will be required to pay tuition for repeated coursework and will receive clock hours for all coursework that has been completed. Federal student aid may only pay for one repeat of a previously passed course for a full-time student. All attempted hours are included in the evaluation under the maximum time frame.

TRANSFERRING BETWEEN TRACKS

- There is a $50 administrative fee to change tracks.
- The track must not have a scheduled completion date beyond the Max Completion date shown on the students original Enrollment Agreement.
- Student should not change tracks in the middle of a Module.
- If a student wishes to transfer to a different track and needs to stop attending their track of enrollment in the middle of a Module due to a change in work schedule or for other unforeseen reasons, they can restart the new track from the beginning of their current Module.

If the above conditions are met, the student must complete a Request to Change Tracks form which can be obtained from a school administrator. If the student wishes to transfer into a track with a scheduled completion date beyond the Maximum Completion date shown on the student's original Enrollment Agreement, the student must drop the program and re-enroll as a returning student. Returning students will be subject to a $100 reinstatement fee.

LEAVE OF ABSENCE

A student may request a leave of absence from any program for reasons such as health problems, pregnancy, surgery, family tragedy, extended travel or work commitments that prevent the student from effectively engaging in the classroom. Students taking a leave of absence must complete all of their course requirements within 150% of the original program length, as noted next to the Maximum Completion Date on the Enrollment Agreement signed at

registration. For example, if a student is enrolled in a 6-month program, and they take a leave of absence, they must complete all program requirements within 9 months from the start date of the original track of enrollment. If a student fails to satisfy these course requirements within the allotted time, the student will be subject to any changes in requirements, policy and/or tuition and may be responsible for paying a $100 reactivation fee. Students cannot take more than 180 days of leave in any 12-month period.

ATTENDANCE AND MAKEUP POLICY

The San Francisco School of Massage and Bodywork programs are clock-hour programs. **All** classroom hours and clinical hours must be completed in order for students to qualify for graduation. A single class is defined as one 4-hour block of instruction or one linic block. As a result, students who miss a full day (8 hours) in the PART-TIME DAYS, or DAYS program schedules will have missed two (2) 4 hour classes. A student's commitment to regular attendance is paramount to their successful completion of the Massage Therapist Program. In the event that a student is unable to attend a particular class or day of classes due to illness or other unforeseen circumstances, that student will be required to make up the missed class(es) in one of three possible ways, listed in order of efficacy below, at the direction of the administrative staff:

1. **Repeat the class in another schedule: T**his is the best way to make up a missed class as it allows the student to attend the same class with a different program schedule. For example, a student who misses a class in the DAYS program schedule may be able to makeup the same class in the EVENINGS Schedule shortly thereafter. This option may not always be possible due to the class or student's availability or because the proximity of the makeup class to the missed class would not effectively support a student's learning. There is no additional charge to make up a class through this method.
2. **Complete a class makeup tutorial with an instructor:** The next best way to make up a class is via a tutorial with one of the instructors. Tutorials allow students to receive direct instruction and feedback in place of the missed class. Makeup tutorial sessions will include a mix of one-on-one instruction, hands-on practice when applicable, and post-tutorial assignments. Tutorials are available at an additional expense of $75 per hour not to exceed $150 per class tutorial. If multiple students miss the same class, they can split the cost of the tutorial between them. All tutorial fees must be paid directly to the instructor immediately following the completion of the tutorial. All tutorials must be completed on campus.
3. **Complete a written and/or practical assignment: T**his is the least desirable way to make up a missed class and is only available for specific classes. Additionally, students may only make up a maximum of three (3) classes by written assignment per module. Subsequent absences will be required to be made up through one of the other two above listed methods, unless otherwise approved by an administrator. All written makeups/ practical assignments must be completed under the supervision of a qualified instructor.

TARDINESS

Please arrive to class ten (10) minutes early. This will allow you time to get your materials together, use the restroom, and get settled in for class. SFSM programs are clock-hours based and therefore promptness is necessary to avoid missing any essential material. Students who arrive to class ten (10) to thirty (30) minutes late or who leave class ten (10) to thirty (30) minutes early will be marked tardy. A student is allowed three (3) tardy marks per module. For any tardy marks subsequent to the third (3rd), the student will receive an absence towards their overall program attendance and will be required to complete a makeup assignment to account for class hours missed. Students marked absent due to tardiness will be subject to the academic probation policies in the next section below. Students who arrive more than thirty (30) minutes late for a class or who leave more than thirty (30) minutes early - even if you're allowed to stay for the remaining class hours - will be marked absent and will be subject to the makeup policy outlined above. Tardiness applies to the entire class period. This includes coming back from classroom breaks in a timely manner. Excessive failure to return from break at the time specified by the teacher will result in a tardy without the 10 minute grace period mentioned above.

GRADING

All program modules are graded in three essential categories

Attendance – 33.3'% of total grade
- Class attendance
- Class participation
- Clinical attendance

Assignments – 33.3'% of total grade
- Practicums
- Reading assignments
- Projects & presentations

Testing – 33.3'% of total grade
- Midpoint practical exams
- Final written exams
- Final practical exams

The San Francisco School of Massage maintains a pass/fail grading system. Each program module contains assignment, attendance and testing requirements. The total results of each are combined to achieve either a pass or fail grade for the module. Module grades are combined to attain a program score; therefore, a student must achieve a passing grade in each module to constitute a passing grade for an individual program.

A passing attendance grade requires that all required class and clinic hours are attended or made up through one of the methods listed in the attendance and makeup policy above. Failure to complete all required classroom or clinical hours, or their equivalent makeups, constitutes a fail of the attendance section. Students are also required to actively participate during both hands-on and lecture classes. Hands-on participation includes giving and receiving massage. Lecture participation includes attentiveness, providing answers when called upon, and engaging in class or small group activities and discussions. Failure to participate in any one class will result in an absence for that class. Excessive failure to participate throughout any particular module will result in overall failure of the attendance section for that module. Students who fail to meet the attendance requirements for a module will not meet our standards of satisfactory academic progress (SAP), and will be required to retake the module pending any subsequent appeal.

A passing assignments score requires that all assignments are completed to their individual standards as defined in the syllabus. Failure to complete all assignments constitutes a fail of the assignments section. Students must attain a score of 70% or above to receive a passing score on tests and practical evaluations. A score of 69% or below constitutes a failing score for any hands-on or written examination.

Hands-on examinations may be retaken by performing the exam outside of scheduled classes with an instructor or qualified staff member at an additional expense of $75 to cover the additional time required for individual examinations. Should a student fail to attain a passing score after retaking a hands-on examination they will be required to meet with the instructor and the school director to develop an action plan for retaking coursework in areas that need improvement, followed by a repeat of the hands-on examination. Failure to attain a passing score on a 3rd attempt will constitute a failure to maintain SAP and the student will be required to retake the corresponding Module.

Failure of any individual area; attendance, assignments or testing, will constitute a failure of that individual module. Students must satisfactorily complete and receive a passing grade for each module within the maximum time to completion in order to complete subsequent modules within a program. Failure to attain a passing grade within that time results in the student being dismissed from the program.

Students who are dismissed may re-enroll in the program they were dismissed from with the assessment of a $100 reactivation fee. Any existing unearned tuition shall be applied as credit towards the student's new enrollment and any hours scheduled but not paid for by existing credit shall be the sole responsibility of the student. Students who dispute their dismissal may appeal the decision, as noted above.

NOTICE OF NON-DISCRIMINATION

The San Francisco School of Massage does not discriminate on the basis of race, age, gender identity or sexual preference and further, does not tolerate discriminatory behavior on campus.

RULES OF CONDUCT

All students shall be expected to conduct themselves in accordance with the rules and regulations of the San Francisco School of Massage & Bodywork. Failure to meet these expectations may result in written warnings or permanent infractions recorded in the student's records, dismissal from programs and permanent banning from participation in future courses, workshops and school events. Students will be notified in writing of any violations and disciplinary actions taken against them and this document will be included in the student's academic record. The rules and regulations of the San Francisco School of Massage & Bodywork are as follows:

Weapons, Tobacco, Alcohol and Drugs: The San Francisco School of Massage & Bodywork has a zero tolerance policy with regard to weapons, tobacco, drugs and alcohol. At no time are knives, guns, fireworks, explosives or other such dangerous and potentially harmful devices allowed on school property. Use of tobacco products, including smokeless tobacco and nicotine vaporizers are prohibited on school grounds. Likewise, alcohol, illegal drugs and/or being under the influence of said substances is strictly prohibited on school grounds. If a student is found to be in possession of the aforementioned items or deemed to be under the influence of drugs and/or alcohol, or otherwise in violation of these policies, they will, at a minimum be asked to leave the school pending an administrative committee review. The review shall be conducted in a timely manner not to exceed 30 days and will determine what, if any, disciplinary actions are required. Students will be notified in writing of any disciplinary actions being taken and a copy of this shall be included in their academic records. Where appropriate, law enforcement will be contacted. Disciplinary actions may include, but are not limited to, a written infraction to be included in the student's permanent records and/or immediate dismissal from the school at the recommendation of the administrative committee and discretion of the Director, Gary Witt and based on the severity of the violation. Two violations of these rules shall result in immediate termination of enrollment and denial of enrollment in future courses, workshops, and school functions, no exceptions, no appeals.

Communication: Students are expected to communicate in a fashion appropriate for the classroom environment and comments, jokes, or other communications that are deemed inappropriate, including but not limited to; comments of a discriminatory, sexual or violent nature, will be reviewed by the Director, Gary Witt and an administrative committee, and if appropriate, disciplinary action will be taken. The safety and wellbeing of our students is of the utmost importance, therefore, communication or conduct deemed to be of an inappropriate nature is taken very seriously and a no tolerance policy exists where discrimination, unwelcome sexual comments or advances and violent comments or threats are concerned. Students engaging in this type of behavior will be dismissed immediately. A student dismissed for these reasons may write a letter of appeal to Director, Gary Witt asking to review the decision. The review of the decision will be conducted within 30 days by an administrative committee and the student shall be notified by mail in writing of the findings of the review.

Dress Code: Students are expected to dress comfortably in flexible clothing. Sweat pants or yoga pants and a t-shirt are recommended. Low scooping tank tops and V neck t-shirts are inappropriate. Shirts should cover the midriff completely. Clean socks, bare feet, or indoor-only shoes are required. A student arriving to class with inappropriate clothing may be asked to rectify the issue or not attend that class.

Hygiene: Students are expected to arrive to class in as fresh a state of bodily cleanliness as possible. Please be considerate of the fact that others will be touching you and may not want to handle sweaty, dirty or odoriferous persons. Fresh breath is also highly appreciated therefore good dental hygiene is encouraged. Students are expected to wash their hands before a massage, after a massage, after using the restroom and after eating. Please see hand washing diagrams in lavatory and sink areas for proper hand washing instructions. Any items that come into contact with bare skin should be washed immediately after performing any massage work including sheets, pillow cases, towels, and oil or lotion bottles. Students who arrive to class in an obvious state of poor hygiene may be asked to leave at the instructors' discretion.

Classroom Conduct: Students shall behave in an appropriate manner for the classroom environment and in regards to the nature of the work at hand.

Draping: Students are expected to use modesty when draping recipients in classrooms, when performing massage for practicums and in the student clinic. Draping must extend beyond the covering of genitalia and breasts.

- Cell phone and smart phone use is prohibited in the classroom. Phone calls and texts should be made during breaks and outside of the school.
- Do not interrupt or talk over an instructor or fellow student.
- Please raise your hand and wait to be addressed to ask a question or make a comment.
- No eating in the classroom.
- Please observe the scheduled breaks; do not leave the classroom mid-lecture or demonstration if at all possible, emergency restroom breaks aside.
- Absolutely no video or photography is allowed in class.

GRIEVANCES AND COMPLAINTS

COMPLAINTS PROCEDURE

The sole purpose of the San Francisco School of Massage & Bodywork is to help you achieve a successful and rewarding career in Massage Therapy. Should a problem arise during your training with us, we want to work with you to find a fair and satisfying solution. The SFSM complaint procedure may be used for specific instructor complaints as well as complaints of discrimination on the basis of age, race, color, sex, disability, or national origin. Here is the procedure to follow:

1. We request that all complaints be submitted first in the form of a written and hand-signed letter for review and for inclusion in official records. Write the complaint in a letter format and include the following information:
   a. The nature of the issue
   b. The approximate date that the issue occurred
   c. The name(s) of the individual(s) involved
   d. Key information regarding the issue (facts, not rumors, are necessary for finding solutions)
   e. Your signature and the date.

2. Mail or email the letter as an attachment addressed to Gary Witt, Director of the San Francisco School of Massage & Bodywork (Mail letter addressed to Gary Witt, Director at the San Francisco School of Massage, 475 Valencia Street, San Francisco, CA 94103 – if emailing, please send signed letter as an attachment to gwitt@sfsm.edu). You may also deliver the sealed letter to an Administrative Staff representative at the school. Please retain a copy for you records.

3. The Director of the school will respond to your complaint in writing within 7 business days, meet with you if necessary, and make every effort to find a fair solution.

4. If, after hearing the response you do not feel you have a resolution to your problem, send or deliver a copy of your letter to the school and address it to the SFSM Advisory Board along with a written explanation of what has occurred. Retain a copy of the written explanation for your records.

5. Upon receiving the complaint, the SFSM Advisory Board will meet and discuss the complaint and make every effort to find a fair equitable solution. You will be notified in writing the decision that was reached within 2 weeks of receipt.

6. 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 800, Sacramento, CA 95814, www.camtc.org, phone (916) 669-5336, or fax (916) 669-5337.

7. If, after exercising all of the above formal complaint procedures you feel that the problem has not been resolved to your satisfaction, then you may direct your complaint to the following organizations:
   BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE)
   A complaint may be filed by completing a complaint form which can be obtained on the Bureau's Internet Web site, www.bppe.ca.gov, or by contacting the Bureau's Enforcement Section at the following address and/or telephone number:

   (888) 370-7589
   Bureau for Private Postsecondary Education
   Physical address: 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834
   Mailing Address: PO Box 980818, West Sacramento, CA 95798-0818
   Phone: 916-431-6959, Toll Free: 888-370-7589, Fax: 916-263-1897

STRF – STUDENT TUITION RECOVERY FUND

It is a state requirement that a student who pays his or her tuition is required to pay a state-imposed assessment for the Student Tuition Recovery Fund.

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834 (916) 574-8900 or (888) 370-7589.

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

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

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

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

STUDENT VISA

SFSM does not offer visa services to students and is unable to assist international students with acquiring a student visa. Additionally, SFSM is unable to vouch for student status or any associated charges. Many of the courses we offer can be completed over the duration of a standard tourist visa. Please contact SFSM with questions regarding training for international students.

EXPERIENTIAL CREDIT

The San Francisco School of Massage & Bodywork does not offer advanced placement or credit for experiential learning.

FINANCIAL AID

The San Francisco School of Massage & Bodywork is a privately owned institution licensed to operate by the Bureau for Private Post-secondary Education. SFSM is pleased to offer a variety of payment options. Federal financial aid is available for those who qualify. SFSM also provides a variety of flexible payment plans to suit different needs and preferences. Payment plan options may vary by program length. Students may also choose to seek private educational lending through alternative sources. The principal amount of any privately acquired educational loan and any fees or interest incurred associated with privately acquired loan(s) are the sole responsibility of the student before enrollment, during the training and after graduation or withdrawal from educational programs at SFSM. The San Francisco School of Massage & Bodywork takes no responsibility for loan agreements made privately between students and their lending institutions.

DISTANCE EDUCATION

The San Francisco School of Massage & Bodywork is authorized to deliver distance education opportunities within the state of California. A prospective student's physical location will be determined at the time of enrollment as indicated by the prospective student's physical address as listed of a government issued identification.. Enrolled students must inform the school of any change in physical location. Any physical address change outside the state of California in which SFSM does not have approval to operate may adversely impact the student's ability to complete the program.

CANCELLATION, WITHDRAWAL AND REFUND POLICIES

STUDENT'S RIGHT TO CANCEL: The student has the right to cancel and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The $75 registration fee is non-refundable after 3 days from the date of enrollment. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

REFUND POLICY: The student has the right to cancel and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The $75 registration fee is non-refundable after 3 days from the date of enrollment. The date of withdrawal for cancellations shall be the date the notice of cancellation was received, or the date of last academically related activity completed at the school, which may include clinical experience, whichever is earlier. This date shall be considered the date of determination, which will be counted as the date of withdrawal from the program. If the school cancels an educational program, the school will make a full refund of all charges. When a student withdraws from the program, a refund shall be issued, if applicable, either by check or credit within 45 days following the date of determination.

STUDENT'S RIGHT TO WITHDRAW: Under California law (CEC §94920), a student may withdraw from a course after instruction has started and receive a pro rata refund for the unused portion of the tuition and other refundable charges. Students who exceed 60% of the total hours of instruction shall not be entitled to a refund. Eligible withdrawing students shall be entitled to a pro rata refund, less registration, books and fees, based on the following:

(HOURS PAID) – (HOURS TAKEN, REGISTRATION, BOOKS, AND FEES) = AMOUNT OF YOUR REFUND

The student has a right to cancel this enrollment agreement, withdraw from classes and obtain a refund (when applicable) by providing a written, dated and signed notice of cancellation stating the reason for withdrawal to Gary Witt, Director of San Francisco School of Massage, 475 Valencia Street 3rd Floor, San Francisco, CA 94103. Withdrawal may also be effectuated by student conduct including, but not limited to, a lack of attendance. Students who miss the maximum number of classes noted in the attendance policy consecutively will be considered withdrawn automatically. All refunds shall be remitted within 45 days of the date of withdrawal. Any monies paid by a third party lender or institution shall be refunded to that party. Any monies not paid from a lender or third party shall be returned to the student. The date of withdrawal for cancellations shall be the date the notice of cancellation was received, or the date of last academically related activity completed at the school, which may include clinical experience, whichever is earlier. This date shall be considered the date of determination, which will be counted as the date of withdrawal from the program. If the school cancels an educational program, the school will make a full refund of all charges. When a student withdraws from the program, a refund shall be issued, if applicable, either by check or credit within 45 days following the date of determination.

RETURN OF TITLE IV FUNDS POLICY:
The Federal Return of Title IV funds formula (R2T4) dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws at any point during the enrollment period.

If a student did not start or begin attendance at the school, the R2T4 formula does not apply. For official withdrawals, a student's withdrawal date is the last day of attendance in an academically related activity such as class or student clinic. The date when the school receives written notice from the student of their intent to withdraw is the Determination Date. The Determination Date is used when calculating the time frame of refunds for Official and Unofficial Withdrawals.

Official Withdrawal Process: The student has a right to withdraw from classes and obtain a refund (when applicable) as shown under STUDENT'S RIGHT TO WITHDRAW, above. All refunds shall be remitted within 45 days of the Determination Date as outline above. Any monies paid by a third party lender or institution shall be refunded to that party. Any monies not paid from a lender or third party shall be returned to the student.

Unofficial Withdrawal Process: Withdrawal may also be effectuated by student conduct including, but not limited to, a lack of attendance. Students who miss the maximum number of classes noted in the attendance policy consecutively or cumulatively will be considered withdrawn automatically. Students who are dismissed/ unofficially withdraw will receive a Notification of Un-enrollment by email within 7 business days of their dismissal and will receive a hard copy of the notification by mail after the email has been sent. The Determination Date shall be the date the notice of withdrawal was sent by email to the student. All refunds shall be remitted within 45 days of the Determination Date. Any monies paid by a third party lender or institution shall be refunded to that party. Any monies not paid from a lender or third party shall be returned to the student.

The federal formula requires a Return of Title IV calculation if the student received or could have received (based on eligibility criteria) federal financial assistance in the form of Pell Grants, Direct Loans or Direct PLUS Loans, FSEOG, TEACH, and Iraq Afghanistan Service Grants (IASG) during the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. After the 60% point of the payment period the

student is considered to have earned 100% of the aid for the period. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%.

The percentage of the payment period completed is calculated by the hours scheduled in the payment period as of the withdrawal date divided by the scheduled hours in the payment period. The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date. If a credit balance still exists on the student's account after the R2T4 and institutional refund calculations are done, that credit balance must be used to pay any grant overpayment that exists based on the current withdrawal within 14 days from the date that the R2T4 calculation was performed. The overpayment must be eliminated prior to offering a credit balance to a student.
The following Title IV return distribution is used for all FSA students.

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Direct PLUS Loan (Parent)
4. Federal Pell Grant
5. Iraq Afghanistan Service Grant

Returns must be made as soon as possible to the federal programs but no later than 45 days after the date of determination. The law requires that a student is responsible for all unearned Title IV program assistance that the school is not required to return. This is determined by subtracting the amount returned by the school from the total amount of unearned Title IV funds to be returned.

A title IV, HEA credit balance occurs whenever the amount of title IV, HEA program funds credited to a student's ledger account for a payment period exceeds the amount assessed the student for allowable charges associated with that payment period. If a credit balance still exists on the student's account after the R2T4 and institutional refund calculations are done, that credit balance must be used to pay any grant overpayment that exists based on the current withdrawal within 14 days from the date that the R2T4 calculation was performed. The overpayment must be eliminated prior to offering a credit balance to a student.

If the R2T4 calculation results in a credit balance on the student's account it will be disbursed in the form of a check issued by the institution as soon as possible, and no later than 14 days after the calculation of R2T4. If a check sent to a student or parent is not returned to the institution but is not cashed, the institution must return the funds to the Secretary no later than 240 days after the date it issued the check.

If the R2T4 calculation results in an amount to be returned that exceeds the school's portion, the student must repay some funds. Any overpayment resulting from the R2T4 calculations will require repayment of the full amount of the overpayment within two years of the date of determination.

Post Withdrawal Disbursements: If the student or parent (in the case of PLUS loans) did not receive all Title IV funds that were earned prior to withdrawing, a post-withdrawal disbursement may be due. A post-withdrawal disbursement must be made from available grant funds before available loan funds. If the post-withdrawal disbursement includes loan funds, the student must give permission before the funds can be disbursed. Grants must be disbursed within 45 days. Students will be notified of post-withdrawal disbursement eligibility for loans within 30 days of the date of withdrawal determination, and will have a minimum of 14 days to respond.

A credit balance that occurs as the result of a post-withdrawal disbursement will be refunded to the student or parent (PLUS loans) as soon as possible, but no later than 14 days after the credit balance occurs on the student account. A check will be mailed to the address on record .

A student who becomes ineligible qualifies for a late disbursement, and the parent qualifies for a parent Direct PLUS Loan disbursement if, before the date the student became ineligible, (1) The Secretary processed a SAR or ISIR with an official expected family contribution for the student for the relevant award year; and (2) For a loan made under the Direct Loan program the institution originated the loan or award.

»»» LEGAL DISCLOSURES, RULES AND ACADEMIC STANDARDS

DELIVERY METHOD

The San Francisco School of Massage & Bodywork offers our program through a Blended educational format. At this time, there are currently no (0) classes delivered through distance education. Additional classes may be offered through distance education if necessitated by SF Department of Public Health pandemic guidelines. If and when classes are offered through a distance education format, all enrolled students will receive electronic confirmation of any student submitted homework, projects, and/or evaluations within a 48 hour period from the time of submission. Unless otherwise indicated, all other classes in all modules are residential in nature and are held at The San Francisco School of Massage & Bodywork, 475 Valencia Street, San Francisco, California, 94103.

STUDENT RECORDS

The San Francisco School of Massage & Bodywork maintains paper records for all students for a minimum of five (5) years. After the five-year period has passed, files are digitized. SFSM maintains the following documents in digitized files: transcripts, Enrollment Agreements and records of any disciplinary actions. Copies of transcripts can be requested from SFSM directly from our website: www.sfsm.edu/about-the-school/request-a-transcript/ or by calling the school at 415-474-4600. Official transcripts cost $10 per copy, per address. Records older than 5 years may require a physical records search. Physical record searches will incur an additional $15 manual search fee on top of the $10 per copy fee assessed. A physical records search does not guarantee that the records will be found or complete however, the fee is assessed for the search itself, not the results.

NO PETITIONS PENDING IN BANRUPTCY

The San Francisco School of Massage & Bodywork does not have any pending petitions 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 us within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. sec. 11 et seq.).

CATALOG DISBURSEMENT FOR PROSPECTIVE STUDENTS

Upon entrance to the school's physical location at 475 Valencia Street, San Francisco, CA 94103, all prospective student inquiries relating to (but not limited to) classes offered, tuition expense, schedules, approvals and accreditations, will be offered a current general catalog. Prospective students may also view and download a digital copy of the school catalog on the San Francisco School of Massage & Bodywork website under the About The School / Catalog section.

CHAPTER 10.5. Massage Therapy Act [4600 - 4621] (Chapter 10.5 added by Stats. 2014, Ch. 406, Sec. 2.) 4611

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

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

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

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

(Added by Stats. 2014, Ch. 406, Sec. 2. (AB 1147) Effective January 1, 2015. Repealed as of January 1, 2022, pursuant to Section 4621.)

OFFICE OF STUDENT ASSISTANCE AND RELIEF

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888-370-7589) or by visiting www.osar.bppe.ca.gov

STANDARD OCCUPATIONAL CLASSIFICATION CODE (SOC)

SFSM prepares its graduates for employment in the field of Massage Therapy as classified and defined by the United States Department of Labor's Standard Occupational Classification Code, **31-9011 Massage Therapists:***Defined as being able to perform therapeutic massages of soft tissues and joints. May assist in the assessment of range of motion and muscle strength, or propose client therapy plans.*

TITLE IX SEXUAL HARASSMENT COMPLAINTS PROCEDURE

How do I file a Title IX Complaint?

Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 et. seq. (Title IX) prohibits discrimination on the basis of sex in educational programs and activities that receive or benefit from Federal financial assistance. Generally, a school district may not excuse, deny, or provide different or lesser services to applicants or beneficiaries on the basis of sex. Sex discrimination includes a hostile environment created by sexual harassment or sexual violence in the educational setting.

Students, staff, community members, and guests of the San Francisco School of Massage & Bodywork have the right to be free from all forms of sex/gender harassment, discrimination, and misconduct, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. All members of the district, including community members and guests, are expected to conduct themselves in a manner that does not infringe upon the rights of others. When misconduct is brought to an appropriate administrator's attention, protective and other remedial measures will be used to reasonably ensure that such conduct ends immediately, is not repeated, and effects on the victim and community are remedied, including serious sanctions when a responding party is found to have violated policies.
Title IX complaints may be pursued in the following ways:

1. Report an incident to a school employee, or to the Title IX Coordinator, Sarah Partos.
2. Request a copy of the San Francisco School of Massage & Bodywork Title IX Complaint form from Ms. Partos and turn it in to the School director, Gary Witt, the Title IX Coordinator, Sarah Partos, or to any school administrator

Complaints do not have to be completed on a formal complaint form. You may send a complaint via email or letter to the District office. The compliance officer who receives a complaint may assign another compliance officer to investigate and resolve the complaint. The compliance officer shall promptly notify the complainant and respondent if another compliance officer is assigned to the complaint.

In no instance shall a compliance officer be assigned to a complaint in which the compliance officer has a bias or conflict of interest that would prohibit the fair investigation or resolution of the complaint. Any complaint against a compliance officer or that raises a concern about the compliance officer's ability to investigate the complaint fairly and without bias shall be filed with the Superintendent or designee who shall determine how the complaint will be investigated.

Title IX regulations AR 5145.71 require the following initial steps for sexual harassment complaints:

1. Upon receiving a report of sexual harassment, the Title IX Coordinator explains the complainant of the process for filing a formal complaint.
2. Title IX Coordinator offers interim supportive measures to the complainant such as counseling, course-related adjustments, modification of class schedules, etc, pending completion of the investigation, and informs the complainant that supportive measures are available with or without the filing of a formal complaint.

If a formal complaint has been filed, the Title IX Coordinator shall provide the known parties with written notice of the following: Information that the school's complaint process complies with the Title IX regulations, including:

a. The allegations potentially constituting sexual harassment with sufficient details known at the time, including the identity of parties involved in the incident if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident if known. Such notice shall be provided with sufficient time for the parties to prepare a response before any initial interview. If, during the course of the investigation, the district investigates allegations about the complainant or respondent that are not included in the initial notice, the Title IX Coordinator shall provide notice of the additional allegations to the parties.
b. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the complaint process.
c. The opportunity for the parties to have an advisor of their choice who may be, but is not required to be, an attorney, and the ability to inspect and review evidence.
d. The prohibition against knowingly making false statements or knowingly submitting false information during the complaint process.

These are just the initial steps, and there are no timelines for these. Following these steps, the investigator interviews witnesses and creates a report summarizing relevant evidence but does not include a decision. At least ten days prior to making a determination/decision, the school must send the investigator's report to both parties and their advisors for their review and response.

After sending the investigative report to the parties and before reaching a determination regarding responsibility, the school must afford each party the opportunity to submit written, relevant questions that the party wants asked of any party or witness. The school must provide each party with the answers, and allow for additional, limited follow-up questions from each party.
The Decision Maker shall issue and simultaneously provide to both parties a written decision. The written decision shall be issued within 45 calendar days of the receipt of the complaint. The timeline may be temporarily extended for good cause with written notice to the complainant and respondent of the extension and the reasons for the action.

Individuals experiencing harassment or discrimination always have the right to file a formal grievance with government authorities.
For more information on Title IX, please visit the Office of Civil Rights website at https://www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html.
The OCR Complaint form can be found online at https://www2.ed.gov/about/offices/list/ocr/complaintintro.html.

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