



# Santa Barbara Body Therapy Institute

516 North Quarantina Street Santa Barbara, CA 93103  
(805) 966-5802 ~ [www.sbbti.com](http://www.sbbti.com)

## Where Lives Change!



A vocational training healing center  
Cultivating health from the inside out

## Course Catalog

February 9, 2024- February 9, 2025

Revision: 240209

**Important:** As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. This can be provided to you electronically, by mail or handed to you during an on-site initial meeting. You are also encouraged to review the School Performance Fact Sheet, which will be provided to you prior to signing an enrollment agreement.

# Table of Contents

	Page
Mission and Objectives	3
Physical Facilities	3
250 Hour Massage Practitioner Program Curriculum/Tuition	5
550 Hour Massage Therapist Program Curriculum/Tuition	8
250 Hour Medical Qigong Practitioner Program Curriculum/Tuition	14
750 Hour Integrative Massage Therapist Program Curriculum/Tuition	15
1000 Hour Holistic Practitioner Program Curriculum/Tuition	16
Out of Country Program	17
Faculty	18
Policies and Procedures	24
Admission Requirements	24
Attendance and Completion Policies	26
Eligibility for Licensure within the State of California	28
Refund Policies	32
Vocational Rehabilitation and Employment Benefits	34



Community Outreach Opportunities

## **Our Mission and Objectives**

Our mission is to prepare students for professional practice in massage and bodywork. Our classroom provides an educational environment that illuminates how to enhance body function through presence, informed touch and holistic practices. Our whole brain approach to instruction transmits vital information through visual, kinesthetic and auditory pathways. Our longer programs prepare graduates for professional practice depending on the requirements of their local ordinance, while our short programs provide personal enrichment and continuing education opportunities.

## **The Institute**

Santa Barbara Body Therapy Institute (SBBTI) is a private institution offering vocational and avocation bodywork training, affordable student massage and professional bodywork. We welcome students of all ethnicities, genders, and ages.). Our programs include a broad range of approaches to bodywork addressing the circulatory, neuromuscular, immune, and neuroendocrine body systems as well as the subtle fields and flows. In any given month, we have over 30 students enrolled in assorted programs, courses and clinics. Our classes are personal and intimate with lots of one-on-one attention and a student teacher ratio that ranges from 8-1 to 18-1 for bodywork or lecture courses. Our graduates are successfully employed in spa settings, medical centers as well as conducting their own private practice through outcall or office settings.

The Institute was founded in 1984 and ownership was transferred to Katie Mickey in October 1989. The school became incorporated in 1997 with full ownership remaining with Katie Mickey. We are approved to operate by the Bureau for Private Postsecondary Education. The school received approval to operate by the CA BPPE (its current name) in 1985 #19282 as in compliance with CA state standards, School code #4201111. Approval to operate means that this institution is in compliance with the minimum standards contained in the BPPE Act of 2009 and Division 7.5 Title V of the California Code of Regulations. [www.bppe.ca.gov](http://www.bppe.ca.gov). The 550 hour Massage Therapist program specifically is approved by California Massage Therapy Council (CAMTC) to provide education for certification purposes effective 2/16/2023- 2/15/2027. School approval code is SCHOO20. In addition, our 250, 550, 750 and 1000hr programs are approved for training for Veterans and eligible persons by the CA State Approving Agency for Veterans #2-5-1333-05.

SBBTI is not accredited by any accrediting agency recognized by the US Department of Education. SBBTI participates in federal and state financial aid programs through the Department of Veteran's Affairs and the California Department of Vocational Rehabilitation, Workforce Innovations and Opportunities Act (WIOA) and Workman's Compensation.

## **Location and Facility**

Our office and teaching facility is located at 516 N. Quarantina St, Santa Barbara, one mile from the ocean, and 100 miles north of Los Angeles. Santa Barbara offers 20 miles of beautiful beaches, rich gardens, charming architecture, endless cultural activities and a diverse choice of outdoor activities due to the unique accessibility of mountains and seashore. The region's climate is fair year-round with a population of 88,000.

Our facility is located two blocks west of Milpas Street between Haley and Cota Street, (a mere half block from Ortega Park and the Santa Barbara Junior High School/Marjorie Luke Theatre) within easy access to city bus stops, pedestrian walkways, bike lanes and the 101 Freeway.

Our facility includes a large classroom space, office and reception area, bathroom, two treatment rooms, print library and multimedia library with DVDs, kitchen/break room with a small retail section providing textbooks, oils and supplements.

Our classroom serves as a lecture space, semi-private clinic, treatment and exercise space. The classroom is well stocked with chairs, massage tables, massage chairs, exercise rollers, bolsters, blankets, heating pads, pillows, full sized skeleton model, wall charts, two large white boards, projector, laptop, screens and hanging dividers for our practicum clinics. Our classroom can accommodate up to 18 live students during classroom hours and 6- 8 students treating 6-8 clients at a time during clinic hours.

Please give us a call, visit us at 516 N. Quarantina Street Santa Barbara, CA 93103 or visit our website: [www.sbbti.com](http://www.sbbti.com). Tours of our facility and free intros to our programs are offered in person or via ZOOM.



## Massage Practitioner Program (250 hours)

Our Massage Practitioner Program imparts essential methods for inducing relaxation, immune enhancement, detoxification, respiratory ease, pain reduction and heightened states of well-being. Students learn to facilitate their own mechanisms of healing through gentle movement, self - massage, deep breathing and deep relaxation. Our Practitioner training qualifies graduates to obtain a Massage Technician’s Permit within the city of Santa Barbara and specific municipalities which only require 200- 250 hours of training from a BPPE approved school.

Our Onsite Massage Practitioner Program is offered 100% in person and is fully supervised. Our Hybrid Massage Practitioner Program includes interactive distance learning (IDL) for students who meet our interactive distance learning requirements, (see page 24). Veterans on the GI Bill can attend our Onsite Program only. Clock hours within our MPP hybrid program that qualify for IDL include: Business, Ethics (5 hours only), Health and Hygiene, Kinesiology, Anatomy and Physiology, Clinical Pathology and Bodywork Theory, following CAMTC requirements, post September 13, 2021. All Bodywork Practice as well as bodywork evaluations, oral presentations and written exams and 10 hours of Ethics must be done in person. The Practitioner Modules are offered in day or evening formats with 4- 4.5 hour classes two to three times weekly and 17 day or evening clinics. Students attending both night and day classes and clinics, may attend no more than 10 hours per day, and 40 hours per week. The program can be completed within 4-5 months if students attend their clinics concurrently or 10 months if they wait to attend their clinics upon completion of their classroom hours. Completion of the program requires passing grades on bodywork evaluations, written exams and classroom presentations and 85% attendance. Students seeking to enroll in individual courses may do so at our a la carte pricing.

### Transcript Breakdown

### Module Breakdown

<u>Subjects</u>	<u>Hours</u>	<u>Modules</u>	<u>Hours</u>
<b>Bodywork Theory &amp; Practice</b>	<b>151</b>	<b>Swedish/Deep Tissue</b>	<b>200</b>
<i>Classroom</i>	93	<i>Swedish Massage</i>	81
<i>Practicum</i>	58	<i>Kinesiology</i>	36
<b>Kinesiology</b>	<b>26</b>	<i>Deep Tissue</i>	27
<b>Health and Hygiene</b>	<b>20</b>	<i>Clinics (17 x 3.25 hrs)</i>	56
<b>Ethics</b>	<b>15</b>	<b>Reflexology</b>	<b>21</b>
<b>Anatomy</b>	<b>10</b>	<i>Classroom</i>	18
<b>Physiology</b>	<b>10</b>	<i>Clinic</i>	3
<b>Clinical Pathology</b>	<b>9</b>	<b>Ethics Essentials</b>	<b>16</b>
<b>Business</b>	<b>7</b>	<b>Nutrition for Bodyworkers</b>	<b>13</b>
<b>Hydrotherapy</b>	<b>2</b>		
<b>TOTAL HOURS</b>	<b>250</b>	<b>TOTAL HOURS</b>	<b>250</b>

<u>Program Cost Breakdown:</u>	<u>Hours</u>	<u>Reg Fee</u>	<u>Tuition</u>	<u>STRF</u>	<u>Total Cost</u>
Tuition 250 MP - \$16/hr	250	\$200	\$4000	\$10	\$4210
Veterans		\$10	\$4000	\$10	\$4020

*The schedule of total charges for a period of attendance equals an estimated schedule of total charges for the entire educational program. STRF: Student Tuition Recovery Fund, see page 33 for description*

## **Swedish Massage and Anatomy /Physiology (81 hrs)**

Our Swedish course is foundational for all of our Massage related courses and programs. We begin with the essential methods of healing: gentle movement, massage, deep breathing and deep relaxation for the benefit of self and others. Students are guided through a succession of exercises that deepen their capacity to apply physical force, flow energy and hold presence. Once established in a state of presence, students engage in the giving and receiving of massage techniques: using gentle, big mitt contact, fluid pushing strokes, warming, and squeezing strokes. Students learn to flow progressively through each area of contact like water pouring over the body, penetrating the tissues and inducing states of deep relaxation. Building on relaxation techniques, students learn to warm, stretch and knead tissues with effective use of pressure to assist in tissue mobilization, metabolic waste removal, and nutrient absorption.

Students also learn an energizing, clothed, seated protocol integrating compression strokes and acupressure performed in a massage chair. This seated protocol releases stress in the work place or public setting through compressive work on the muscles and meridians of the back, shoulders and neck. The protocol is also specific for enhancing mental clarity, relieving stress and physical tension.

Concurrent with their developing massage skills, students are guided through an applied approach to Anatomy and Physiology. The eleven body systems are explored in relationship to the stress response and relaxation response and the benefits incurred from regular massage. As students gain proficiency with their massage skills and potency of their touch, they can effectively address a wide range of stress and pain profiles.

In addition to the benefits of vocational training, students often report that the body/mind shifts they experience throughout their training has lasting impact in their daily lives, creates greater ease within themselves and harmony between family, friends and coworkers.

## **Reflexology (21 hrs) \$420**

Our Reflexology course synthesizes the ancient art of vitalizing the whole body through reflexing the feet and hands. The protocols within this module supports tissue detoxification, lymphatic drainage, organ elimination, immune function, pain reduction, deep relaxation and stress relief. In addition to learning a Reflexology protocol, students are introduced to the adjunctive measures of earthing, hydrotherapy with Epsom salt bath, Essential Oils and nutrition. The course includes assessment of the ten zones, the vital organs, glands, lymphatic, musculoskeletal and nervous system reflexes.

## **Nutrition for Bodyworkers (13 hrs) \$260**

Our Nutrition course empowers students with nutritional measures to address common challenges that may arise in the context of practicing bodywork and working with a wide variety of presenting patterns within their clients. The course offers nutritional strategies for enhancing strength, immune function, mental focus, emotional balance, restful sleep, biological terrain and cool chronic inflammation essential to maintaining a busy bodywork practice in spatial proximity to the general public. Students will gain fundamental knowledge in how to apply the wisdom of Hippocrates, the Father of Western Medicine: “Let food be thy Medicine and Medicine be thy Food”.



### **Ethics Essentials (16 hrs) \$360**

Ethics Essentials offers a dynamic overview of the ethical issues pertinent to the practice of bodywork. Topics include: the therapeutic relationship, boundaries, power differential, confidentiality, scope of practice, laws governing our profession, obtaining a business license, transference, counter transference, dual relationship and sexual misconduct. Students will engage in a variety of exercises such as pushing hands, sensory awareness, self-empathy, reflective listening, honest expressing and role play. Students learn practical skills in setting boundaries, staying in the “driver’s seat” of each client/therapist exchange, responding to conflict and emotional process. Hybrid students must attend a minimum of 10 hours in person including final quiz.

### **Kinesiology (36 hrs) \$800**

Students explore the human body in movement, emphasizing: joint structure, function and range of motion as well as the location, origins, insertions and actions of over 60 major muscles. Learning methods include exploring movement through isometric contractions, stretches, palpation and open book study. MBLEx type quizzes and exam included.

### **Deep Tissue (30) \$600**

Students learn to release tension and rehydrate the fascia for with slow deep penetrating strokes parallel fiber, cross fiber and compression. Students learn to give deeper work without stress on their body. Proper body mechanics and alignment will be heavily emphasized as well as the appropriate use of forearms, elbows and knuckles to reduce fatigue and the chance of injury. Students will learn to improve postural alignment, increase range of motion, initiate connective tissue regeneration, break-up adhesions and address chronic pain. The course also includes one deep tissue clinic.

### **Clinical Practice (56 hrs)**

Students gain experience providing massage to the general public under instructor supervision. Each session includes a client intake of health history, assessment of presenting patterns and stated goals and development of a treatment plan. Based on information gathered, students then perform a bodywork session, utilizing techniques learned in Swedish, Reflexology or Deep Tissue to support states of deep relaxation, pain relief, immune or circulatory enhancement, detoxification or energy restoration. Students qualify to begin conducting clinics once they have completed a bodywork evaluation within a massage module. Our student clinic serves the general public with a variety of health challenges.

## Massage Therapist Program (550 hours)

Our Massage Therapist Program comprises the Massage Practitioner Program plus 300 additional hours. Our Massage Therapist Program satisfies CAMTC's requirements for certification and prepares graduates for private practice and employment in the spa or medical setting as well as qualifies graduates to sit for the MBLEx exam. Our first-time pass rate in 2019- 2024 is 100% six years straight. Our 2018 and 2017 first time pass rates of the MBLEx exam were 90%. The California Legislators recently voted to suspend the requirement to take the National Exam to obtain CAMTC until 2027.

Our onsite Massage Therapist Program is offered 100% in person and is fully supervised. Our Hybrid Massage Practitioner Program is offered in person with the interactive distance learning (IDL) for students who meet our interactive distance learning requirements, (see page 24). Veterans on the GI Bill may attend our Onsite Program only. Hybrid students must attend a minimum of 310 hours in person, including 20 hrs of Anatomy and Physiology, 10 hours of Ethics, 250 hours of Hands- on Bodywork, following CAMTC requirements, post September 13, 2021. All assessment in the form of bodywork evaluations and written exams must be done in person. The Therapist Modules are offered in morning, late afternoon or evening formats and occasional weekends with 4- 4.5 hour classes and 3.25 hr clinics. Students attending both night and day classes and clinics, may attend no more than 10 hours per day, and 40 hours per week. Students may choose to attend classes and clinics between 4 -8hrs up to 40 hrs per week. The program can be completed within 5 -22 months depending on the student's rate of study. Completion of the program requires passing grades on bodywork evaluations, written exams, classroom presentations and 85% attendance. Students may also enroll in individual modules.

### Transcript Breakdown

<u>Subjects</u>	<u>Hours</u>
<b>Bodywork Theory &amp; Practice</b>	<b>277</b>
<i>Classroom</i>	<i>198</i>
<i>Practicum</i>	<i>79</i>
<b>Clinical Path/Contraindications</b>	<b>63</b>
<b>Physiology</b>	<b>62</b>
<b>Anatomy</b>	<b>42</b>
<b>Health and Hygiene</b>	<b>32</b>
<b>Kinesiology</b>	<b>26</b>
<b>Business</b>	<b>27</b>
<b>Ethics</b>	<b>15</b>
<b>Hydrotherapy</b>	<b>6</b>
<b>TOTAL HOURS</b>	<b>550</b>

### Module Breakdown

<u>Modules</u>	<u>Hours</u>
<b>Massage Practitioner</b>	<b>250</b>
<b>Bodywork Elective Modules</b>	<b>180</b>
<b>Physiology/Pathology</b>	<b>80</b>
<b>Holistic Adjuncts</b>	<b>20</b>
<b>Business Skills</b>	<b>20</b>
<b>TOTAL HOURS</b>	<b>550</b>

### Program Cost Breakdown:

<u>Cost</u>	<u>Hours</u>	<u>Reg Fee</u>	<u>Tuition</u>	<u>STRF</u>	<u>Total</u>
-------------	--------------	----------------	----------------	-------------	--------------

Tuition 250 MP - \$16/hr	250	-----	\$4000		-----
Tuition 550 MT - \$18/hr	300	\$200	\$5400	\$22.50	\$9622.50
Veterans		\$10	\$9400	\$22.50	\$9432.50

*The schedule of total charges for a period of attendance equals an estimated schedule of total charges for the entire educational program. Clock hours may change based on chosen electives.*

*STRF: Student Tuition Recovery Fund, see page 33 for description*



## ***REQUIRED COURSES***

Hybrid students may attend up to 89 hours of the following required courses IDL, if they have satisfied CAMTC's minimum requirement of 20 hours of Live attendance in Anatomy and Physiology within their Level I program. Students who have not satisfied the CAMTC's live Anatomy and Physiology in Level I requirement, can attend up to 69 hours IDL. All exams and presentations must be done in person.

### **Business Skills (20 hrs) \$420**

Offers a broad range of business skills essential for successful employment and private practice. Students begin with clarifying their purpose, priorities, short term and long-term goals, followed by daily action steps for creating the practice they desire. Each class will be supported by successful graduates or employers sharing their best practices or employment opportunities. Additional topics include; business planning, marketing literature, resume preparation, employment interview, AB 5/contract labor, HIPPA compliance and tax preparation. Students will also learn Emotional Freedom Technique to clear internal resistance to moving forward with their action steps, Hybrid students may attend all 16 hours IDL. Presentation and quiz are required in person.

### **Immune Physiology and Pathology (32 hrs) \$640**

This course covers the functions, pathologies, contraindications, areas of caution related to 6 key the systems involved in the immune response including the circulatory, lymphatic, skeletal, skin, respiratory, integumentary, digestive and urinary. Clinical pathologies addressed include: COVID 19, variants and comorbidities, cardiovascular disease, cancer, open wounds/sores, high and low blood pressure, edema, common cold, sinusitis, asthma, irritable bowel syndrome, urinary tract infection, Kidney disease, AIDS, and assorted pathologies. Protocols specific to assisting immune response will be covered including: acupressure, essential oils, red light, far infrared light, topical magnesium, massage and reflexology.

### **Musculoskeletal Physiology/Pathology (16 hrs) \$320**

The course covers the functions, pathologies, symptoms, contraindications, areas of caution and pharmacology related to the muscular and skeletal systems. The course covers common musculoskeletal pathologies such as hypertonic/hypotonic muscles, fibromyalgia, sprains, strains, ruptures, tendinosis, tendonitis, osteoporosis, arthritis, and postural distortions. Protocols specific to assisting musculoskeletal healing will also be introduced.

### **Neuroendocrine Physiology and Pathology (32 hrs) \$640**

The course covers the location, functions, pathologies, symptoms, and contraindications related to the nervous, endocrine and reproductive systems. Students learn the importance of high vagal tone, myelin sheath integrity, negative ions and brainwave/heartwave coherence and the need for protection from electromagnetic radiation to prevent chronic inflammation and pathologies of the Neuroendocrine Systems. Students also learn how to enhance their vagus tone, myelin sheath, negative ions and brain wave/heart wave coherence through simple daily practices and massage techniques and how to share these practices with clients. Each class will include self care measures and bodywork techniques that enhance function including: Emwave biofeedback, essential oils, acupressure, reflexology, magnesium spray, earthing, hard wiring one's living space and massage.

**Bodywork Electives** Program students may choose from Bodywork Electives scheduled within the timeframe of their program. Each module includes a written quiz or bodywork evaluation and one or more supervised clinics. Qualifying hybrid students, per our attendance policy (see page 22) may receive credit for Bodywork Theory, Anatomy, Physiology, Clinical Pathology clock hours only in IDL format. Bodywork Practice, written exams and presentations however must be conducted in person.

## **Acupressure and Myofascial Unwinding (30 hrs) \$600**

Offers gentle techniques for enhancing the flow of qi and fluids. Students learn assessment of the vital organs through observation and palpation of soft tissue as well as treatment through direct pressure and myofascial unwinding techniques along the meridian channels. The course illuminates the body's development through Embryology and how that correlates with the Taoist's description of the pathways and function of the meridian system passed on by oral tradition over thousands of years. Students learn point location and actions for 36 points. Students also learn self-healing Qigong exercise.



## **Compressive Deep Tissue (30 hrs) \$600**

Offers deeply penetrating and effective protocols for releasing the musculature of densely muscled athletes and fit clientele, by utilizing their feet and weight of their body to transfer satisfying sustained pressure. Students learn to work with prone, supine, side lying positions on well-padded futon, with optional transition to the table once key muscles have been addressed. Students will also learn to effectively release key trigger points on the shoulders, back and hips. This approach is a hand saver for deep tissue therapists experiencing strain in their tendons and muscles and will

cover restorative practices for supporting the integrity of their tendons and muscles.

## **Craniosacral Therapy I (30 hrs) \$600**

Offers a progression of twelve lessons to optimize cranial wave movement within the body. The lessons include the anatomy and gentle holds specific to the sacrum, occipital, frontal, parietal, sphenoid and temporal bones, as well as the horizontal fascial planes, the fourth ventricle of the brain and Dural tube of the spinal cord. Students then integrate all the techniques learned into a 10 step protocol. As students monitor and provide a fulcrum for the underlying tissue a "Stillpoint" in cranial wave movement may arise, followed by deeper relaxation, revitalization and integration within the body, mind and spirit.

## **Craniosacral Therapy II /Activating the Healing Power of the Vagus Nerve (30 hrs) \$600**

Offers cranial sacral techniques and self-care exercises for balancing the three states of the autonomic nervous system as delineated by Steph Porges' Polyvagal Theory. Students will learn to assess their client's capacity for: social engagement as well as rest digest and deep relaxation where healing occurs. Students will also learn to: assess sympathetic dominance (fight or flight); or dorsal vagal activity (withdrawal/freeze.); causative factors and how to educate their clients to reestablish their ventral vagal response through simple eye movements and exercises. Students will learn a variety of neural fascial and cranial techniques for activating the Vagus Nerve and releasing impingement on all Five Cranial Nerves that support social engagement as well as how to release the spinal nerves and enhance the Cranial Wave. **Craniosacral Therapy I and Craniosacral II do not need to be attended sequentially.**

### **Deep Bodywork (30hrs) \$600**

Offers long, flowing strokes characteristic of presence-based massage work, integrated with Deep Bodywork techniques to penetrate deeper soft tissue layers, freeing previously dense, hardened areas, which may have become chronically painful due to a lack of fluid exchange and energy flow. As such areas soften and ‘re-organize”, their chronic tension patterns release, revitalizing living tissues with blood, lymph, and “Chi” (life) energy. Living systems like the human body require a constant flow of Chi energy to self-organize and heal. Blockages to that flow within our tissues can create longer-term health problems like joint and soft tissue pain, movement restriction, and circulatory problems.

As chronic tension patterns held in the deeper soft tissue layers begin to open and change (often called “unwinding”), reservoirs of previously held life energy become available to promote the process of healing. This energy can help clients overcome stubborn, seemingly intractable physical conditions which have failed to yield to other therapeutic methods.

### **Lomi Lomi (30 hrs) \$600**

Imparts KAHI LOA - one of the ancient Hawaiian systems of bodywork. As with all Hawaiian Healing systems, its purpose is to promote the free and abundant flow of MANA (life energy) in the receiver. KAHI LOA can be enhanced with music, energy tools, specific oils and aromas. Its unique features are that it works on the skin instead of the muscles, uses no oil and can be done in any position with the recipient fully or partially clothed.

### **Manual Lymphatic Drainage (30 hrs) \$600**

Offers gentle lymphatic drainage techniques for detoxifying the body and enhancing the immune system. Manual Lymphatic Drainage involves a light skin technique of pulsing contact applied to the superficial lymph vessels within the extremities and torso. Due to the onslaught of environmental toxins (heavy metals, chemicals and pesticides) that life in the 21<sup>st</sup> century incurs, optimal health requires ongoing attention to supporting the lymphatic system’s capacity to move environmental toxins from our tissues to an exit strategy or channels of elimination. Symptoms that indicate the need for lymphatic drainage include: brain fog, fatigue, edema, and autoimmune challenges.

### **Medical Qigong Essentials (30 hrs) \$600**

Offers Medical Qigong self-healing exercises and bodywork techniques for enhanced practitioner potency. Students learn the phases of Qi Cultivation specific to vitalizing the physical body and heart/ mind: discovering Qi, gathering Qi, circulating Qi, purifying Qi, directing Qi, conserving and storing Qi. The course introduces traditional Chinese Medicine Theory and Practice as well as more ancient Taoist practices including: energy tonification, purgation and regulation of the body's organs, energy channels and emotional states via acupressure, energy baking, dietary measures and daily exercise. The course also integrates the latest understanding from Western Science on the Quantum, bioenergetic nature of the body. Students will learn a potent Chi Massage protocol for work with the public.

### **Muscle Testing Protocols (30 hrs) \$600**

Offers assessment and treatment protocols for the fourteen indicator muscles within the Touch for Health System. Students learn the related organs and meridian pathways to each muscle. Students learn to evaluate with muscle testing and treat common client pain profiles and deficiency syndromes by-establishing the flow of life energy to the muscular and organ systems. Balancing techniques include: Spinal Reflex, Neuro-lymphatic Scrubbing, Neurovascular Holding Points, Origin/Insertion technique and Muscle Spindle Cell technique.

### **Myofascial Release (60 hrs) \$1200**

Offers a variety of techniques for releasing the fascial trains that connect muscle groups throughout the body as illuminated by Anatomy Trains. These include: the superficial frontal line, superficial posterior line, deep frontal line, and lateral deep lines. The course offers treatment protocols for mobilizing, hydrating and releasing adhesions in the myofascia including myofascial stretches, skin rolling, compression, slow effleurage as well as Proprioceptor Neuromuscular Facilitation PNF and Orthopedic assessment. As the tissue is mobilized, warmed and stretched it goes through a process of thixotropy which restores flexibility, Qi circulation and hydration.

### **Orthopedic Massage (60 hrs) \$1200**

Covers Orthopedic Massage skills for assessment and treatment of pain, postural imbalances and limited range of motion. In this class students will become skilled at performing a full body postural evaluation using range of motion tests and visual analysis on each joint. Students will learn to release restrictions in each joint using static pressure, pressure with passive motion, pressure with active motion, along with resistance stretching, with the intention to significantly reduce a client's pain, and increase ROM. Students will learn how to assess their clients by testing and retesting, thereby affirm the effectiveness of the work.

### **Polarity Therapy (30 hrs) \$600**

Presents an introduction to Polarity Therapy based on the work of Dr. Randolph Stone. Students learn an overview of the wireless anatomy including: the ultrasonic core, the chakras, the bipolar, umbilical and transverse currents and the five elements as well as how these energetics interface with the blood pulse, the musculoskeletal systems and vital organs. Students also learn how to facilitate movement of fluids, fascia and energy currents with very deep touch, activating touch or light touch as indicated to balance the blood pulses. Effects can range from expansion in breathing, deep emotional release, pain relief, structural rebalancing, as well as deepening states of awareness and ease.

### **Pregnancy /Side Posture Deep Tissue (30 hrs) \$600**

Offers protocols for working safely and effectively with each of the trimesters as the pregnant mother's body adapts to the many changes incurred by the growing fetus. Students will learn a blend of Swedish, Side Posture Deep Tissue Muscle Sculpting, Myofascial Release, Acupressure and Polarity Therapy. Trimester issues covered include: safety precautions, morning sickness, hormonal fluctuations, ligament laxity, impact of growing fetus on muscles, tendons, ligaments, digestive organs and veins, proper positioning and parental anxiety. The course also includes the 24 forbidden pregnancy points, indicated during the menstrual cycle and labor; but contraindicated between conception and due date. Students will learn how to safely administer these points to regulate the menstrual cycle.

### **Process Bodywork (30 hrs) \$600**

Offers effective protocols for responding to emotional imbalances and trauma responses that may arise within self or another within the treatment setting. Protocols include Acupressure for emotional healing, Nonviolent Communication skills as taught by Marshall Rosenberg and Emotional Stress Relief from Touch for Health and Perineal Balancing from Polarity Therapy. Students will learn to express their feelings and underlying needs, as well as hear and reflect the needs of their clients, and make clear requests in the context of massage and the challenges of daily life.

### **Table Shiatsu/Cross Fiber Deep Tissue (30 hrs) \$600**

Offers a powerful protocol integrating table shiatsu, cross fiber deep tissue session, neuro-lymphatic scrubbing and visceral massage. Students learn to powerfully release pain diminishing endorphins, blockages within the meridian and vascular system, irritants within the tissues and binding within the fascia. The protocol includes the use of elbows, knuckles and palms, cutting across the muscles fibers for the purpose of breaking up restrictions within the fascia. In addition to myofascial pain syndromes, students will be shown how to address an assortment of visceral and immune pathologies such as congestion in the colon, liver and gall bladder and low immune function.

### **Trigger Point Therapy (60 hrs) \$1200**

Covers how to treat trigger points and injuries. Trigger points are areas of hyper-irritability within soft tissue that develop when a muscle is injured or overworked. Trigger points caused by trauma create changes in the chemical balance in the tissue, irritating the sensory systems. Trigger points are characterized by local tenderness and referred phenomena, which can include pain, tingling, numbness, burning or itching. Students learn direct pressure techniques with fingers, thumbs and tools to assess and alleviate trigger points, as well as cross fiber friction techniques for breaking up scar tissue, releasing adhesions and speeding tissue repair. Students also learn to use adjunctive treatment measures such as RICE, tennis balls, Theracane® and foam roller.

### **Visceral Lymphatic Drainage / Chi Nei Tsang (30 hrs) \$600**

Offers an energetic approach to enhancing visceral organ function through bodywork, Qigong exercises, balanced nutrition and emotional process. Students will learn Taoist theory, energetic anatomy, and Chi Nei Tsang techniques to enhance the circulation of blood, lymph and Qi within the viscera and entire body. This approach opens the deep lymphatic channels, through freeing the fascial web that binds the vital organs, glands, arteries, veins, lymph vessels and opening energetic gates around the navel and along meridian pathways. Students will also learn how to safely address vital organ prolapse, or smooth muscle spasms that lead to hiatal hernia and spastic intestines.

**Hydrotherapy Holistic Adjuncts** Program students may choose from one of two Hydrotherapy Holistic Adjuncts. All modules include a written quiz, and brief bodywork evaluation to ensure client safety in working with heat in the bodywork context.



### **Essential Oils and Hydrotherapy (20 hrs) \$400**

Introduces the therapeutic use of Essential oils for health enhancement as well as medicinal use for various pathologies. The course covers the therapeutic properties of over twenty single oils, several oil blends and a variety of oil applications including: inhalations for clearing the lungs, diffusions for air purification, heat packs, far infrared lamps for deepening oil penetration, raindrop layering on the back and feet for spinal alignment and nerve healing, mixing with carrier oil for relaxation massage, and internal usage of food grade essential oils for oxygenating the pineal gland and immune boosting.

### **Hot Stone (20 hrs) \$400**

Provides training in the principles and practical application of Hot Stone Massage for Spa settings and private practice. Hot Stone is an ideal Spa adjunct for melting muscular tension prior to Deep Tissue, adding warmth to the tissue and the grounding of electrical charge built up in the tissue. The course will cover the principles and application of hot/cold therapy; indications, contra-indications, sanitation, safety precautions and the use of various stone shapes and sizes for specific applications.



## Medical Qigong Practitioner Program (250 hours)

Our Medical Qigong Practitioner Program is designed for the student interested in energy-based bodywork and self-healing exercises. Graduates qualify to obtain a Massage Technician's Permit within the city of Santa Barbara and municipalities which only require 200 hours of training from a BBPE approved school.

Graduates will be granted a certificate of completion in our Medical Qigong Practitioner Program.

Onsite Medical Qigong Practitioner Program is offered 100% in person. The Program length may vary based on scheduling, roughly 6 months attending twice weekly and one weekend..

### Transcript Breakdown

### Module Breakdown

<u>Subjects</u>	<u>Hours</u>	<u>Modules</u>	<u>Hours</u>
<b>Bodywork Theory &amp; Practice</b>	<b>143</b>	<b>Bodywork Electives ( choose 6 out 8)</b>	<b>180</b>
Classroom	93	Acupressure and the Myofascia	30
Practicum	50	Chi Nei Tsang	30
<b>Health and Hygiene</b>	<b>24</b>	Craniosacral Therapy I & or II	30
<b>Anatomy</b>	<b>18</b>	Medical Qigong Essentials	30
<b>Clinical Pathology</b>	<b>19</b>	Muscle Testing Protocols	30
<b>Physiology</b>	<b>18</b>	Process Bodywork	30
<b>Ethics</b>	<b>15</b>	Table Shiatsu	30
<b>Business</b>	<b>7</b>	<b>Reflexology</b>	<b>21</b>
<b>Hydrotherapy</b>	<b>6</b>	<b>Negative Ion and Light Therapies</b>	<b>20</b>
		<b>Ethics</b>	<b>16</b>
		<b>Nutrition-----</b>	<b>13</b>
<b>TOTAL HOURS</b>	<b>250</b>	<b>TOTAL HOURS</b>	<b>250</b>
<b>Program Cost Breakdown:</b>	<b>Hours</b>	<b>Reg Fee</b>	<b>Tuition</b>
	<b>STRF</b>	<b>Total Cost</b>	
Tuition 250 MP - \$16/hr	250	\$200	\$4000
			\$10
			\$4210.00

*The schedule of total charges for a period of attendance equals an estimated schedule of total charges for the entire educational program. Within any calendar year an assortment of the following modules will be scheduled based on Instructor availability and student interest. See 550 hour Massage Therapist Program course descriptions for above requirements. STRF: Student Tuition Recovery Fund, see page 33 for description*

### **Holistic Adjunct**

#### **Negative Ion and Light Therapies (20 hrs \$600)**

Covers the impact of negative and positive ions on the inflammatory response which gives rise to pain and is causative in 80 of the most common pathologies of our modern culture and how negative ions can halt the inflammatory process. The course also covers the benefits of Red, Far Infrared and Violet light have on regenerating body tissue. Students will learn effective strategies to halt the inflammatory process through negative ion therapy as well as red, far red, and violet light enhancement tools that are easily integrated into the bodywork session such as earthing with grounded mats and outdoor settings, ionic foot baths, negative ion rich water, lasers, red light devices and red and far infrared sauna.

# Integrative Massage Therapist Program (750 hours)

Our Integrative Massage Therapist Program is designed for the serious student interested in conducting a private practice that integrates a variety of approaches to balancing the body's structure, distribution of fluids and vital force. Our Integrative Massage Therapist Program satisfies the California Massage Therapy Board as well as other State Boards such as Oregon with 600-750 hour licensing requirements and qualifies graduates to sit for the MBLEx exam.

Onsite Integrative Massage Therapist Program is offered 100% in person and is fully supervised. Our Hybrid IMTP requires a minimum of 310 hours in person training and satisfying our IDL attendance policy on page 24. Veterans on the GI Bill may attend our Onsite Program only. Students attending two times weekly following their Massage Therapist Program both night and day classes can complete the additional 200 hours within 6 months. Classes are offered in morning, afternoon or evening scheduling. Students may attend no more than 10 hours per day, and 40 hours per week. Completion requires passing grades on bodywork evaluations, written exams and presentations.

## Transcript Breakdown

## Module Breakdown

<u>Subjects</u>	<u>Hours</u>	<u>Modules</u>	<u>Hours</u>
<b>Bodywork Theory &amp; Practice</b>	<b>395</b>	<b>Massage Therapist Program</b>	<b>550</b>
<i>Classroom</i>	294	<b>Medical Qigong Electives</b>	<b>180</b>
<i>Practicum</i>	101	<b>Holistic Adjunct</b>	<b>20</b>
<b>Clinical Path/Contraindications</b>	<b>89</b>		
<b>Physiology</b>	<b>86</b>		
<b>Kinesiology</b>	<b>26</b>		
<b>Anatomy</b>	<b>66</b>		
<b>Business</b>	<b>27</b>		
<b>Ethics</b>	<b>15</b>		
<b>Health and Hygiene</b>	<b>36</b>		
<b>Hydrotherapy</b>	<b>10</b>		
<b>TOTAL HOURS</b>	<b>750</b>	<b>TOTAL HOURS</b>	<b>750</b>

<u>Program Cost Breakdown:</u>	<u>Hours</u>	<u>Reg Fee</u>	<u>Tuition</u>	<u>STRF</u>	<u>Total Cost</u>
Tuition 250 MP - \$16/hr	250		\$4000		-----
Tuition 550 MT - \$18/hr	300		\$5400		-----
Tuition 750 IMP - \$18/hr	200	\$200	\$3600	\$32.50	\$13, 232.50

*The schedule of total charges for a period of attendance equals an estimated schedule of total charges for the entire educational program. \*See 550 hour Massage Therapist Program and below for description of additional Holistic Adjuncts. Clock hours may change based on modules. STRF: Student Tuition Recovery Fund, see page 33 for description*

### ***Holistic Adjunct***

#### **Negative Ion and Light Therapies (20 hrs \$600)**

Covers the impact of negative and positive ions on the inflammatory response which gives rise to pain and is causative in 80 of the most common pathologies of our modern culture and how negative ions can halt the inflammatory process. The course also covers the benefits of Red, Far Infrared and Violet light have on regenerating body tissue. Students will learn effective strategies to halt the inflammatory process through negative ion therapy as well as red, far red, and violet light enhancement tools that are easily integrated into the bodywork session such as earthing with grounded mats and outdoor settings, ionic foot baths, negative ion rich water, lasers, red light devices and red and far infrared sauna.

## Holistic Health Practitioner Program (1000 hours)

Our Holistic Health Practitioner Program is designed for the serious student interested in conducting a private practice that integrates a variety of Holistic approaches to health enhancement, structural and fluid balance. Graduates will be granted a certificate of completion as a Holistic Health Practitioner. Our HHP Program builds on the 750 Integrative Massage Therapist program, exceeds the CAMTC requirements for state certification, while satisfying the 1000 hours requirements of some states. Students attending 4-5 classes/18 hrs weekly may completed in a 13-month time frame. Students attending courses both night and day, may attend no more than 10 hours per day, and 40 hours per week. Students attending the remaining 250 hours following the Integrative Massage Therapist Program, once or twice weekly, may complete in one additional year. Completion of the program requires passing grades on all bodywork exams and written exams within each course. Our Onsite Holistic Health Practitioner Program is offered 100% in person and is fully supervised. Our Hybrid Holistic Health Practitioner Program requires a minimum of 310 hours in person training per CAMTC requirements and satisfying our IDL attendance policy (see page 24). Veterans on the GI Bill may attend our Onsite Program only. All assessment in the form of bodywork evaluations and written exams must be done in person.

### Transcript Breakdown

### Module Breakdown

<u>Subjects</u>	<u>Hours</u>	<u>Modules</u>	<u>Hours</u>
See clock hour breakdown		Integrative Massage Therapist	750
Will vary based on electives		Classroom Assistant / Advanced Clinics	190
		Bodywork Modules	60
<hr/>		<hr/>	
<b>TOTAL HOURS</b>	<b>1000</b>	<b>TOTAL HOURS</b>	<b>1000</b>

<u>Program Cost Breakdown:</u>	<u>Hours</u>	<u>Reg Fee</u>	<u>Tuition</u>	<u>STRF</u>	<u>Total Cost</u>
Tuition 250 MP - \$16/hr	250		\$4000		-----
Tuition 550 MT - \$18/hr	300		\$5400		-----
Tuition 750 IMP - \$18/hr	450	\$200	\$8100	\$42.50	\$17,742.50
Veterans		\$10	\$8100	\$42.50	\$17,552.50

*The schedule of total charges for a period of attendance equals an estimated schedule of total charges for the entire educational program. See 550 hour Massage Therapist Program, course descriptions for above bodywork modules... Additional courses listed below. STRF: Student Tuition Recovery Fund, see page 33 for description*

**Classroom Assistant/Advanced clinics (190 hrs)** Advanced students assist instructor and students in class. Advanced students work closely with the classroom instructor in developing their leadership skills, public speaking and interpersonal skills. Students may also be refine their bodywork skills in by practicing bodywork in Advanced Clinics



## Out of Country Program (55 hours)

Our Out of Country Program is designed for students who have already graduated from a Massage Program offered in a country outside the United States. and are seeking CAMTC Certification to be able to practice massage in California. A prerequisite for the Out of Country Program includes evidence of successful completion of a minimum of 500 hours of massage training. Acceptance into our Out of Country Program does not mean that the previously completed education meets CAMTC requirements for certification or will be accepted by CAMTC.

The program is offered in two phases. The first week comprises 15 hrs of Business Skills offered through Interactive Distance Learning (IDL) . The second week comprises 11 hours of Ethics and 29 hours of Bodywork Theory and Practice offered live over the course of 4.5 days in person at our massage facility. Completion of the program requires 100% attendance and passing grades on all bodywork evaluations and written exams.

### Transcript Breakdown

<u>Subjects</u>	<u>Hours</u>
Bodywork Theory and Practice	29
Business Skills	15
Ethics	11
<hr/>	
<b>TOTAL HOURS</b>	<b>55</b>

### Module Breakdown

<u>Modules</u>	<u>Hours</u>
Out of Country Program	55
<hr/>	
<b>TOTAL HOURS</b>	<b>55</b>

<u>Program Cost Breakdown:</u>	<u>Hours</u>	<u>Reg Fee</u>	<u>Tuition</u>	<u>Total Cost</u>
Tuition OC- \$20/hr	55	\$200	\$1100	\$1300 -----

-  
*The schedule of total charges for a period of attendance equals an estimated schedule of total charges for the entire educational program.*



## **SBBTI Faculty**

**Kathleen Mickey, CAMTC #18289, H.H.P Director and Owner since 1989, Bodyworker since 1983**

Acupressure and the Myofascia, Business Skills, Craniosacral Therapy 1 & II, Clinic Supervisor, Essential Oils, Ethics, Immune Physiology and Pathology, Kinesiology, Medical Qigong Essentials, Neuroendocrine Physiology and Pathology, Nutrition, Polarity Therapy, Pregnancy, Reflexology, Swedish, Table Shiatsu, Visceral Lymphatic: Katie has trained over 3100 students and as Director of the Institute she oversees daily operations. She has served on the School Advisory Board to the CAMTC for 4 years and recently as a panelist for CAMTC's National Exam Summit, debating the question of whether the public of CA would best be served by the return of the National Exam Requirement.



Katie's educational background includes: the Institute for Holistic Studies, The Santa Barbara College of Oriental Medicine, The School of Intuitive Massage, The Body Therapy Institute, The International Institute of Reflexology, the Alive Polarity Foundation, The International Academy of Holodynamics, The Upledger Institute, The Integral Institute of Tai Chi and Qigong, Access Consciousness, Landmark Education, Leadership Santa Barbara, Aroma Freedom Technique and The Center for Nonviolent Communication. Katie also engages in local advocacy as Vice President of Safe Technology for Santa Barbara County and maintains a private bodywork practice.



**Cassandra Cornish, NTP, CGP**

**Professional Bodyworker: 2003- 2009**

**Nutrition for Wellness, Immune Physiology Pathology**

Cass is a graduate of SBBTI's Massage Practitioner Program with additional a la carte courses. Her training also includes Traditional Chinese Medicine, Pilates, Holistic Nutrition and a Masters of Arts in Teaching. She is passionate about educating others on the healing power of a nutrient dense diet, healing and sealing the gut and caring for our gut microbiome. She currently conducts a private practice as a Nutritional Therapist specializing in the GAPS protocol (Gut and Psychology/ Gut and Physiology Syndrome).

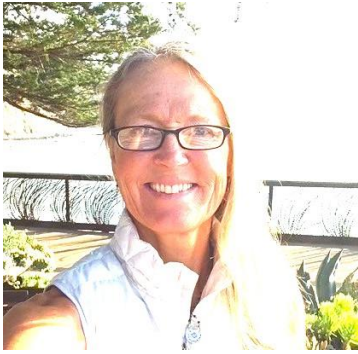


**Keld Hove, CAMTC #47659**

**Bodyworker since 2009**

**Ethics, Swedish, Thai**

Keld is a graduate of SBBTI's Massage Practitioner, with additional a la carte courses. Keld serves the Santa Barbara Community as a Restorative Justice officer and is involved in a variety of community building efforts. He is an instructor for the Police Academy in community relations and specializes in helping mentally ill and homeless individuals reconnect with society. He runs a nonprofit that teaches bread baking in natural disaster areas, such as Puerto Rico and the Virgin Islands as well as Tribal Lands. He is also a former martial arts instructor and conducts a private practice in Deep Tissue, Trigger Point, Thai and Compressive Deep Tissue.



**Lori Lewis: Bodyworker since 2009, Licensed Attorney since 1990**

Lori is a graduate of Esalen Institute in Big Sur as well as the Santa Barbara College of Law and serves now as faculty for both Institutions. She also serves as Chair of the Probate Section of the SB County Bar Association. She is a Board Member for Hospice of Santa Barbara as well as volunteer Massage Therapist for patients and staff. She conducts a private practice in Deep Bodywork and Esalen Massage at a private retreat space on the Santa Barbara Mesa.



**Laura Luongo, CAMTC # 80504  
Professional Bodyworker since 2018,  
Hot Stone Massage, Clinic Supervisor**

Laura is a graduate of SBBTI's Holistic Health Practitioner Program. She began her career as a Celebrity Photojournalist, and currently works at the Ritz Carlton Bacara as a senior massage therapist. She also conducts a private practice in Hot Stone Massage, Craniosacral Therapy, Swedish Massage and Deep Tissue. In her free time she frequently massages her own pets and can be found on a local beach doing her Fine Art Photography .



**Gabriela Radu, CAMTC #62356.  
Professional bodyworker since  
2009, Trigger Point, Barefoot, and Sports  
Massage**

Gabriela graduated from SBBTI's 750 hour program and was also mentored privately by SBBTI's legendary late John Harris for 5 years in Trigger Point, Barefoot and Sports Massage. She is also a trained and practicing Life Coach and Energy Healer. Gabriela was raised in two European countries and is now a long time native of Santa Barbara. She holds a BS in Biology and has had a successful career in medical device sales, training, and telemedicine, while also maintaining a private practice of bodywork and coaching. She is currently enjoying her private practice full time.



**Jordan Terry, CAMTC #14568**  
**Bodyworker since 2009 Trigger Point, Myofascial Release and Orthopedic Massage**  
Raised with an understanding of healing touch, Jordan graduated from SBBTI's 550 program with additional a la carte courses. With a bachelor's degree in architecture, he has a deep understanding of structure and flow.  
Jordan has developed a unique synthesis of bodywork styles and research into unique applications. He has taught internationally on the cranium and has traveled to the East Pacific to help teach NeuroKinetic Therapy (NKT). He enjoys a multistate private practice

### **OCEANNA**



Her Facilitation reflects 30 years as Women's Circle Initiator, with training in Kriya Yoga Meditation, Kundalini Yoga, and Integrative Awakening Psychology. Oceanna is a carrier of Aloha Wisdom through the practice and teaching of Lomilomi Hawaiian Bodywork. She is fascinated with the weave of wisdom threads throughout all ancient cultures. As peace activist, in 1987 Oceanna walked with 200 Soviets and 200 Americans in the Soviet American Peace Walk from Leningrad to Moscow, calling these nations to end the Nuclear Arms Race.  
Oceanna is Artist, Singer, Dancer, Inspirer for Unity through Creative Expression. Emphasizing somatic practices, Art and diverse cultural offerings...her joyful optimism is fully shared in her classroom as gatherings become medicine for the Heart and Soul.



**Lesley Weinstock, PA #50908**  
**Physician Assistant since 1981, Massage Therapist since 1988, Certified in Live Blood Cell Analysis since 2012**  
**Immune Physiology & Pathology, Neuroendocrine Physiology & Pathology**  
Mediator, Live Blood Cell Microscopist, Women's Health Specialist, Functional Medicine Expert, Facilitator and Teacher of Non-Violent Communication (NVC), Family Constellations and the work of Byron Katie. She is a graduate of the New Mexico School of Natural Therapeutics with 1000 hours of massage school training. In her capacity as a facilitator, teacher, educator, massage therapist and health care provider, she empowers people with the knowledge necessary to improve their health and well-being



**Dawn Williamson, CAMTC # 7996 ,  
Bodyworker since 2001**

Dawn is a graduate of White River School of Massage, UCSB, SBCC. Her natural curiosity has inspired life-long learning habits and a vivacious interest in the form and function of the human body. Dawn has a clinical approach to intuitive massage and has extensive work experience in the wellness industry and spa setting. She attributes her success to the quality of her teachers and is honored to light a beacon for the next generation of therapists.



**Jennie Zaine CAMTC #67394**

Professional bodyworker since 2009  
**Clinic Supervisor, Manual Lymphatic  
Drainage, Swedish Massage, Visceral  
Lymphatic**

Jennie is a graduate of SBBTI's Holistic Health Practitioner Program. As instructor and therapist, she imparts mindful listening to the fluid tissue layers of the body, slowing down one's pace to match the needs of the nervous system and supporting the channels of elimination. She has a passion for the deeper meaning of words, living on purpose and in a state of inquiry. Her presence is an ongoing support for the daily operations of the Institute much like fascia within the body, she brings cohesion and order to the space within. She is SBBTI's Environmental Warrior against Entropy. Jenny currently works as a Spa Massage Therapist at Essence Spa.

***SBBTI Office Staff:***



**Gael Ashwood**

**Office Manager, Bookkeeper, Registrar**

Gael is a graduate of SBBTI's Massage Therapist Program, and student in our Integrated Massage Therapist Program. Contact Gael with questions about your hours, financial issues, clinic requests, requests for transcripts and school related questions. You can contact Gael by phone at 805 966 5802, and by email: [accounts@sbbti.com](mailto:accounts@sbbti.com)



**Cy Anderson, CAMTC #88657**

**Reception, Student Liaison/Outreach, Marketing**

Cy is a graduate of SBBTI's Massage Therapist Program, and student in our Integrated Massage Therapist Program. Contact Cy if you are interested in SBBTI programs, upcoming courses, clinic requests, Marketing issues, and school related questions. You can contact Cy by phone at 805 966 5802, and by email: [info@sbbti.com](mailto:info@sbbti.com)

## ***Policies and Procedures***

### **Operating Schedule**

- *Instructional Hours:* Weekdays, evenings and weekends arranged by class.
- *Office Hours:* 10am-4pm Monday – Friday. Meetings with admissions support, registrar or director are by appointment. Meetings by phone or zoom can be arranged in advance via email and phone for Hybrid IDL students. Scheduling information (classes, revisions, holidays, etc.) provided to students in advance.
- *Holidays:* School is closed for the following holidays: Memorial Day, Independence Day, Labor Day, Thanksgiving Weekend, and December 22 thru January 4 of the following year, including Christmas and New Year's Day.

### **Services**

SBBTI provides guidance in choices of training and have a very personal approach of interaction with students, both past, current and prospective. Current student may rent tables and chairs at the rate of \$5 per day. Students may have access to our reference print and visual library that is located on site in our school break room. During office hours students can borrow books by taking the item(s) to the office receptionist and signing in our rental binder, located on the reception desk, the title of the book(s) along with their phone number and date of sign-out.

### **Housing**

SBBTI does not currently offer long term housing to students. Santa Barbara rental prices can vary greatly. Typical rental fees for a 1 bedroom apartment are between \$1400 - \$4000 .Check online listings for availability.

### **Job Placement**

SBBTI offers a variety of resources and guidance for securing employment and building a practice. We publish a bi-monthly email newsletter sent to all our graduates and students. We also post current listings of employment opportunities on our onsite bulletin board. Local Employers are invited to present in our business skills course and spa tours are arranged based on student interest. SBBTI does not guarantee job placement.

## ***Admission Requirements***

### **Language**

Admission in our training programs requires the prospective student be able to read, write and speak English. We do not provide English as a second language.

Documentation of this proficiency that will be accepted is as follows: the student's ability to read and write will be based on the completion of the Enrollment Agreement and the Application; and the ability to speak by interacting in a personal interview with the Director. In addition, we often have bi-lingual students that can assist those with occasional difficulties. We encourage bi-lingual family members or friends to support the bi-lingual student's success with study sessions outside of class. Students with marginal understanding can bring a translator to assist in the verbal aspect of the training. We are able to provide sight impaired students with volunteer tutors to read the written test at exam time. Hearing impaired students must provide their own signer as the school does not have the capability to provide this service.

### **Distance Learning Assessment**

Admission in our hybrid distance learning programs requires that each enrolling demonstrate that they have the skills and competencies required to succeed in a distance education environment. This assessment is accomplished by a virtual tour and interview via zoom or in person tour of our campus. Students may also attend an introductory portion of a hybrid class via zoom coupled with a phone interview, email correspondence and successful completion of forms.



**Age**

Students who are under 18 years of age must have written parental permission to attend. Graduates who are under 18 years of age must determine work eligibility per their regional municipal requirements.

**Enrollment Procedure**

Prospective students are encouraged to come to a free introductory class or meet with an admissions staff member for a tour of our facility. Prospective students are encouraged to review this catalog prior to signing an enrollment agreement. Enrollment Agreements and course schedules can be provided electronically by email prior to tour of our facility and on-site meeting. The School Performance Fact Sheet available at our website will be also provided prior to signing an enrollment agreement. Enrolling students shall submit an application form to begin the enrollment process. Enrollment includes completing our application form, enrollment agreement, fact sheet, STRF form, payment plan form and submitting a copy of a government photo ID.

**Student Visas**

We welcome students from other countries but we are unable to provide student visas. We will vouch for student attendance by providing copies of attendance, transcripts and tuition statements to required agencies.

**Rules of Conduct**

Students are expected to be free from the influence of alcohol or recreational drugs while participating in the Institute's courses, including classroom, clinic and community outreach settings. Students and staff are required to abide by the classroom agreements regarding presence, sharing, therapeutic intent, boundaries and responsibility, nonjudgment and nondiscrimination. All students entering our programs are asked to commit to do their best in honoring the Classroom Agreements. If a breach in the agreements arises within the classroom and is observed by the instructor or brought to their attention, it is addressed promptly by the instructor. Students are also encouraged to be inclusive when trading massage. Within the classroom round robin partner trades and active listening exercises are implemented to assure students intermingle and work with a diversity of bodies, ethnicity, genders and ages.

**Complaint Procedure**

If a student, staff or member of the general public has a discriminatory or improper conduct complaint that is brought to the attention of SBBTI staff, they will be asked to fill out a complaint form, to be given to the Director. The Director will research the complaint, take any necessary action and inform the party issuing the complaint on action taken.

**Probation and Dismissal**

If a student violates any of the classroom agreements during their program attendance, their instructor will bring the behavior to the student's attention and ask them to change the behavior. If the student is unable or unwilling to change the behavior, they will be dismissed from that day's classroom participation. If the student makes additional significant breaches in the classroom agreements, the student will be required to meet with the director. The director will then inform them of what needs correcting in their behavior and that they are being placed on probation until they demonstrate satisfactory behavior and resolution to underlying problem. If the nature of the breach in agreements significantly impacts the safety and trust of fellow students or clinic clients, the Director may require outside counseling or recovery program attendance. If an additional breach occurs the Director maintains the right to dismiss a student for conduct reflecting unfavorably on the massage profession, reputation of the school, safety of those participating or which seriously limits the instructor's effectiveness to teach and the class's opportunity to learn.

### **Clinical Hygiene, Dress Code and Draping Policies**

All students are required to dress professionally during classroom and clinic sessions.

Professional attire includes the following:

- Clean shirt (polo, button-up or conservative t-shirt) covering cleavage, side breast tissue, waistline and all undergarments. Preferable school logo or no logo.
- Clean pants that cover waistline and buttocks and upper thighs.
- Well-bathed, fingernails trimmed, clean hair and feet.
- Removal of all jewelry.

All students are required to practice spa draping when working on clients or students receiving an oil based modality. Fully clothed modalities do not require draping.

### ***Attendance and Completion Policy***

#### **Attendance and Assessments**

Students are required to attend at least 85% of each course and 100% of the modules within their program, unless an exception is made by the Director for extenuating circumstances. Students are responsible for tracking their classroom attendance and clinic bookings within their day planner or attendance tracking sheets and contacting the office at least 48 hrs in advance to confirm their clinic sign up. Students who do not show up for the clinics will be charged \$40/client to cover our costs in paying for an alternate therapist or granting a gift certificate to clients.

All required exams and evaluations must be completed within the time frame of their program to pass each course. Reinstatement required thereafter. Students enrolling post September 13, 2021 must perform all assessments in person. Students who are not able to keep track of their attendance and make up requirements will incur a \$25 fee for requesting SBBTI staff provide them with a course completion proposal. Each additional course completion proposal will incur an additional \$25 fee.

#### **Interactive Distance Learning Policy**

Hybrid Program students may attend class via interactive distant learning if they meet any of the following criteria:

- They are residing excess of 30 miles away from the Institute
- Their transportation requires specific short term mechanical repair that prevents their commute
- They are physically ill
- Extenuating circumstances for which Director grants IDL participation

Hybrid Program students attending class IDL must be visible on the zoom screen with camera and audio on and in a stationary setting to receive credit. Students must also notify the office at least one hour before the start of class, their desire to attend on zoom. Students who meet the above can only receive IDL credit for Anatomy, Physiology, Pathology, Bodywork Theory and Business lecture and limited Ethics hours. Students must attend all Bodywork Practice hours in person and at least 10 hours of Ethics.

#### **Tardiness**

Students will be considered tardy if they arrive more than 15 minutes late or leave more than 15 minutes early. The amount of time missed will be noted and be required to be made up at a future time.

#### **Interruption for Unsatisfactory Attendance**

Students failing to maintain satisfactory attendance (two weeks of unapproved or unexcused absences) will be contacted by an administrator to let them know they are at risk of being dropped from their program. If attendance fails to improve (i.e., three weeks of unapproved or unexcused absences), the student will be dropped from their program due to unsatisfactory attendance. Re-admittance may be permitted if the cause for unsatisfactory attendance has been corrected. Tuition refunds or due will be calculated based on the delivery of classes up until the time of notification of dropped program, or three weeks absence, whichever comes first.

### **Maximum Timeframe**

All programs, make-ups and assessments (with the exception of those receiving Veteran benefits) must be completed within their personal enrollment program timeframe from start date to end date.

### **Leave of Absence/ Dropping a course within one's program/Program withdrawal**

A student can request up to a year of leave of absence and not be charged an additional reinstatement fee nor be charged makeup fees for completion of missed classes that resulted post LOA. A \$50 drop fee will be charged if a program student drops an enrolled course with less than two weeks' notice. Students who are more than two months in arrears on their tuition payments or will be dropped from their program. Students receiving third party payments will be put on hold with courses if payment is not received within one month of agreed upon due date.

### **Certificate of Completion**

Students will receive certificates of completion of programs when the additional following conditions are met:

- 85% attendance. All absences, less the 85% option on each course, must be addressed through one of the following options:
  - a) Attend makeup hours within the same subsequent course, lab or clinic, before personal program end date at no additional charge or pay at full hourly rate for a new substitute course deemed suitable by the director.
  - b) Attend semi private tutorial conducted by an instructor at their hourly rate, before program end date.
  - c) Reinstate if incomplete beyond published end dates. Reinstatement cost is \$250 for programs or \$100 for a course. Makeup hours after student's program end date will incur a 50% of current tuition cost, past the first 30 hours of makeup classes.
  - d) Submit a request of the Director to make an exception to our 85% Attendance Policy due to extenuating circumstances and receive an exception granted by the Director
- Passing grade on all required written exams, presentations and bodywork evaluations within each course in the program. Students incur a \$10 fee for retake written exams and a \$40 fee for retake bodywork evaluations or evaluations that need to be scheduled outside of course hours due to schedule conflict.
- Completion of financial agreements

### **Reinstatement**

Students may reinstate within 5 years by fulfilling their outstanding program requirements and attending six additional clinics or four additional classes. The reinstatement fee is \$250. If over five (5) years absence, reinstatement credit for prior attendance will be determined on a case-by-case basis by the director.

### **Transcripts and Certificates of Completion**

Transcripts and Certificates of Completion will be released once all completion requirements have been satisfied. The document to be issued upon satisfactory completion of a program is the California State approved Certificate of Completion. Qualifying for this certificate depends upon completion of all classroom training hours, all practicum hours, a passing grade on all written tests and all hands-on proficiency tests specific to each course within the program. Students who complete all their completion requirements within their program time frame will incur no additional fee for transcripts. Students requesting transcripts outside of their program time frame will incur a \$20 fee.

### **Standard for Student Achievement/Grading**

The school's grading system is Pass/Fail. Passing = 70% or higher. Failing = Less than 70%.

**Progress**

Progress will be monitored each month for all students receiving Veterans Benefits or Vocational Rehabilitation or Workforce Investment Act benefits. If the student grade is FAIL, or if attendance falls below 80% at the end of any given evaluation period, the student will be placed on probation for the next evaluation period. If the student's grade is not raised to PASS, or overall attendance is not raised to 80% by the end of the probation period, the Veterans and Vocational Rehabilitation administrations will be notified and benefits will be interrupted.

**Unsatisfactory Evaluation for Non-Veterans/ Retake Course**

If a student receives an unsatisfactory evaluation, he/she may: retake the final evaluation up to two times and receive a passing grade. SBBTI reserves the right to require a student to retake a course from SBBTI if student fails to pass their bodywork evaluation or exams after two attempts. The retake or audit rate is 50% of current tuition rate. Charges for retaking evaluations are: Written Exam \$10 Bodywork Evaluation \$60.

**Conditions for Reentrance for Veterans**

If the Director determines that the conditions, which caused the interruption, have been rectified, Veterans will be accepted to reapply benefits.

**Unsatisfactory Evaluation for Out of Country Program**

If a student within the Out of Country student Program fails their final evaluations they will not be given an opportunity to retake the evaluations or retake the Program.

**Nondiscrimination Policy**

SBBTI does not discriminate on the basis of age in congruence with the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.) or disability in congruence with section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) or sex in congruence with title IX of the Education Amendments of 1972 (20 U.S. C. 1681 et seq.) or race, color, or national origin in congruence with title VI of the Civil Rights Act of 1964 (42 U.S. C. 2000d et seq.). SBBTI's programs are accessible to visual, hearing and speech impaired individuals.

**WIOA Title I Financial Assistance Program**

SBBTI's Massage Practitioner, Massage Therapist, Integrative Massage Therapist, Medical Qigong Practitioner and Holistic Health Practitioner Programs are equal opportunity programs. Auxiliary aids and services are available upon request for individuals with disabilities.

***Eligibility for Licensure within the State of California*****CAMTC Certification Requirements for Certification for CAMTC**

In order to obtain CAMTC Certification, an applicant must submit a fully completed application and meet all of the following requirements:

- Be 18 years of age or older
- Pay the \$300 fee;
- Submit fingerprints to an authorized agency in California for a Live Scan using only the CAMTC form at <https://www.camtc.org/media/1063/livescanmassagetherapistrequest.pdf> (the authorized agencies charge you a fee for this service) and pass a criminal background check;
- Have successfully completed a CAMTC approved school, curriculum in massage and related subjects totaling a minimum of 500 hours (or the credit unit equivalent), which incorporates appropriate school assessment of student knowledge and skills. Of the 500 hours, a minimum of 80-hours shall be in anatomy and physiology, 35 hours contraindications, 20 hours health and

hygiene, 15 hours business, 10 hours Ethics (Live), 250 hours of Hands on Massage and 90 hours additional subject matter.

- Have not violated any of the provisions of the California Massage Therapy Act or any policy, procedure, or regulation of CAMTC.
- **4604 (a)(3)** The applicant has passed a massage and bodywork competency assessment examination that meets generally recognized psychometric principles and standards and that is approved by the council. The successful completion of this examination may have been accomplished before the date the council is authorized by this chapter to begin issuing certificates. This paragraph has been suspended until January 1, 2027.

Locally the city of Santa Barbara requires a massage technicians' permit which requires a minimum of a 200 hour transcript. Each municipality has their own requirement; therefore, therapists need to check with the business license office to the municipality they desire to practice to obtain their licensing requirements.

### **CAMTC's Law Related to Fair Business Practices**

Pursuant to California Business and Professions Code section 4611. It is an unfair business practice for a person to do any of the following:

- To hold himself 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 California Massage Therapy Council.
- 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.

### **CAMTC Applicant Disclosure Statement**

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.

The CAMTC certificate is a voluntary certification and not a state license. CAMTC is a private non-profit corporation and not a state agency. The state law itself does not use the word voluntary anywhere, but it also does not require or mandate certification.

**4612.** (a) Notwithstanding any other law, a city, county, or city and county shall not enact or enforce an ordinance that conflicts with this chapter or Section 51034 of the Government Code. (b) Nothing in this chapter shall prevent a city, county, or city and county from licensing, regulating, prohibiting, or permitting an individual who provides massage for compensation without a valid certificate. This allows local jurisdictions to regulate those who provide massage for compensation without a valid certificate.

Graduates who wish to practice massage in the State of California must comply with the legal requirements of the municipality in which they plan to practice. Over half the municipalities within the State of California have adopted State Certification through the CAMTC as a requirement to practice. Locally the city of Santa Barbara requires a massage technicians' permit which requires a minimum of a 200 hour certificate of completion. It is important to check with each licensing department in any area that you plan on working in to find out their requirements.

The job classification under the United States Department of Labor's Standard Occupational Classification (SOC) code for massage Therapist is 31-9011.

### **Granting of Academic Transfer Credit**

SBBTI has NOT entered into an articulation or transfer agreement with any college or university.

**NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:** The transferability of credits you earn at The Santa Barbara Body Therapy Institution (SBBTI) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending SBBTI to determine if your credits or certificate will transfer.

### **Evaluation Policy**

Students will be given appropriate credit for previous training at Director's discretion and evaluation and with copies of transcripts. Length of courses will be adjusted for credit. In addition, the student and the department of Veterans Affairs shall be notified for any Veteran students. SBBTI does not award credit for prior experiential learning.

### **Transfer Policy**

Students with transcripts from CAMTC and BPPE approved schools may transfer into:

- The Massage Practitioner Program. Students are required to:
  - a) Attend 80% of the program or more (200 or more hours).
  - b) Pay full tuition for L1.
- Massage Therapist Program. Students are required to:
  - a) Demonstrate competency through a bodywork exam (\$60 exam fee incurred)
  - b) Attend the L2 portion of the program or more (300 or more hours).
  - c) Pay full tuition for L2 and any additional hours needed from L 1
- Integrative Massage Therapist Program. Students are required to:
  - d) Demonstrate competency through a bodywork exam (\$60 exam fee incurred)
  - e) Attend 375 hours or more hours which include meeting all the CAMTC requirements.
  - f) Pay full tuition for all courses attended.
- Holistic Health Practitioner Program. Students are required to:
  - a) Demonstrate competency through a bodywork exam (\$60 exam fee incurred)
  - b) Submit transcripts with comparable course hours of attendance to SBBTI's Massage Therapist program
  - c) Attend the full L3 portion plus 50 hours or more of L2 portion of the program (500 or more hours)
  - d) Pay full tuition for L3 and required portion of L2.

### **Appeal for Transfer Credit Evaluations**

The student may appeal transfer of credit decisions by a written request within 10 days of the receipt of the decision made by Santa Barbara Body Therapy Institute. The written request must contain compelling evidence to reverse the decision of SBBTI. SBBTI has the final decision in all appeals. Appeals shall be directed to the Director.

### **Records and Transcripts**

Files are kept for each student. Students have the right to view their records on request. Students are advised that the Institute will not release educational records without the verbal consent of the

student. A transcript will be given to each student upon certification for a \$60 fee. Requests for additional transcripts will incur a \$20 fee.

Students are advised that this institution maintains hard copy school records for a 5-year period after a student's last date of attendance. . Transcripts and all electronic records which will be kept in perpetuity. Backups are kept on a flash drive in a locked safe and all data is stored offsite at a secure computer company. Financial data is via QuickBooks and academic data is via FileMakerPro.

The educational records will be organized and maintained by the Santa Barbara Body Therapy Institute's office management staff at the location of the Institute: 516 N. Quarantina Street, Santa Barbara, California, 93103.

Each enrolling course will have a separate folder which includes attendance roster, student contact list, handouts, exams and promotional flyer. Each student's forms upon enrollment will be placed in separate personal folders and placed in alphabetical order by last name into locked fireproof, student file cabinets. These files are opened for filing by registrar, director or office manager only. Any new forms and paper work for the student will be filed weekly into these folders. The items that will be kept in the student's file will be: Student checklist (tracking all items), application and waiver form, financial enrollment agreement, current statements and payment plans, photocopy of government ID, copy of class attendance for each course, student's computer generated attendance sheet for entire program, bodywork critiques, written final, coaching evaluations, practicum logs, pertinent correspondence and any paperwork or transcripts from prior training.

Instructors will take attendance at the beginning of each class. Students will be given credit for the clock hour time for each class if they arrive on time and stay for the full length of class. Late students or early departure students will be noted on attendance sheet, giving credit for the time attended only. The attendance from the course sheet and daily clinic sheets will be entered into the database daily to maintain accurate and up to date attendance. Each student upon meeting all the program requirements will receive a certificate of completion and transcript.

Once two years has passed since a student has last attended classes, their folder will be scanned electronically. We will maintain hardcopy transcripts, but all other papers will be destroyed when all pertinent information of attendance and test results have been verified as entered into the school's data base. We currently use the FileMakerPro (FMP) program to track all attendance and exams and provide transcripts and certificates and QuickBooks Pro to maintain all financial transactions and have been very successful at providing accurate transcripts for students who have not attended for many years.

### **Financial Information**

SBBTI is not accredited by any accrediting agency recognized by the US Department of Education. Therefore, our students are not eligible for federal financial aid loan programs. However, SBBTI participates in federal and state financial aid programs through the Department of Veteran's Affairs, the California Department of Vocational Rehabilitation, and currently in application for WIOA and CA Workers Compensation. Most of these agencies pay tuition directly to the school and any refunds for incomplete training are returned directly to the agencies. Students do not receive any refunds from these aid programs.

### **Registration Fees**

All registration fees are nonrefundable and due at the time of enrollment.

### **Full Payment Option**

Payments are due by the first day of class, and we accept cash, check or credit card.

### **Payment Plans Options**

Payment plans are available on a "pay as you go" basis. Students may make monthly payments commensurate to their rate of study. Payment plan installments are done by automatic withdrawal from a credit card, and a \$20/month processing fee is incurred per monthly. All students have equal access to payment plans and no additional interest is incurred beyond the monthly fee until paid in full.

SBBTI does NOT have a pending petition in bankruptcy, nor is it operating as a debtor in possession, nor has it filed a petition within the preceding five years, nor has it had a petition within the preceding five years, nor has it had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)

### **Loans**

If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds. "If the student is eligible for a loan by the federal or state government and the student defaults on the loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid."

### ***Refund Policies***

#### **Notice of Cancellation**

You have the right to cancel this Agreement for a course of instruction including any equipment such as books, materials and supplies or any other goods related to the instruction offered in this Agreement, until midnight of the first day after the first class you attended or the seventh day after enrollment, whichever is later. Cancellation shall occur when written notice of cancellation is delivered to the address of the school shown on the reverse side, by mail, hand delivery or telegram. If notice is sent by mail, it is effective when postmarked with postage prepaid. If you cancel this Agreement by the above timeframe the School will refund any money that you paid, less registration fee and any deduction for equipment not returned in good condition, within thirty days after your Notice of Cancellation is received.

#### **Withdrawal from Course & Tuition Refund**

You have the right to withdraw from a course of instruction at any time. If you withdraw from the course after the period allowed for cancellation of the Agreement, which is until midnight of the first business day following the first class you attended, or the seventh day after enrollment, whichever is later, the School will remit a refund less a registration fee, if applicable, not to exceed \$200.00 within thirty days following your withdrawal.

The institution shall provide a pro rata refund of nonfederal student financial aid program monies paid for institutional charges to students who have completed 60 percent or less of the period of attendance. You are obligated to pay only the registration fee, the STRF fee, the educational services rendered at the prorated hourly rate and for unreturned equipment. If the amount you have paid is more than the amount that you owe for the time you attend, then a refund will be made within 30 days of withdrawal. If the amount that you owe is more than the amount that you have already paid, then you will have to make arrangements to pay for it. For all students except Veterans, once 60% of the program is attended, tuition is due in full. Veterans maintain refund prorate throughout 100% of program. Additional information is found in the enrollment contract.

#### **Hypothetical Refund Example**

Assume that a student, upon enrollment in a 250 hour course, makes a tuition payment of \$4000, for tuition, plus \$200 for non-refundable registration, \$10 STRF fee as specified in the Enrollment



Agreement, for a total of \$4210 and then withdraws after completing 50 hours.. The pro rata refund to the student would be \$3200 based upon the above calculations.

### **Student Tuition Recovery Fund (STRF)**

"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. Ste 225 Sacramento, CA 93834, Telephone: (888) 370-7589, or Fax (916)263-1897 or (916) 574-8900

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

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

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

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number."

### **Student Rights**

If you have any questions, complaints or problems which you cannot work out with the school and for any questions regarding the STRF, write or call the State of California Department of Consumer Affairs, Bureau for Private Postsecondary Education, 1747 N. Market Blvd, Ste 225, Sacramento, CA, 95834. Telephone, toll-free (888) 370-7589 or 916-574-8900. Website address: [www.bppe.ca.gov](http://www.bppe.ca.gov).

### **Student Complaints:**

The student may contact the Bureau at ANY time. However, persons seeking to resolve problems or complaints are encouraged initially to go directly to the instructor or staff person most closely associated with the issue. If further resolution is desired, students may schedule an appointment with SBBTI's Registrar or Director. "A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov)." The mailing address for the Bureau is: 1747 N. Market Blvd Ste 225 Sacramento, CA 95834, or P.O. Box 980818, West Sacramento, CA 95798-0818. The FAX number for the Bureau is (916) 263-1817 or (916) 574-8900.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589.

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](http://www.camtc.org), phone (916) 669-5336, or fax (916) 669-5337.

### **Information for students Using Veteran Vocational Rehabilitation and Employment benefits (CH31) or Post-9/11 G.I. Bill® (CH33)**

A student using Vocational Rehabilitation and Employment benefits (CH31) or Post-9/11 G.I. Bill® (CH33) will be allowed to enroll in and attend courses and access campus facilities while the campus awaits payment for tuition and fees from the VA. While awaiting receipt of funds from the VA the Santa Barbara Body Therapy Institute will not impose any penalty, charge late fees or require an eligible student to borrow additional funds to cover tuition or fees. This waiting period begins the date the student provides appropriate documentation and continues either until funds are received from the VA or until 90 days after the School Certifying Official has certified the student's enrollment for tuition and fees.

To demonstrate current eligibility and intent to use Chapter 31 or 33 benefits, a student must provide the following documents:

- VA Form 28-1905 (Authorization and Certification of Entrance or Reentrance into Rehabilitation and Certification of Status); **or**
- Certificate of Eligibility (COE) or Education Enrollment Status form (printed from the VA website).

- A written request to use either VA Vocational Rehabilitation or Post 9/11 G.I. Bill benefits; and
- All additional information requested by the School Certifying Official to properly certify enrollment to the VA.

For more information regarding this policy, contact the School Certifying Official,

Gael Ashwood at [accounts@sbbti.com](mailto:accounts@sbbti.com) or 805-966-5802.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.