CSES Student Catalogue

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• Approved and Regulated by the Colorado Department of Higher Education, Private Occupational School Board
• NCBTMB CE Provider # 404077-00

This pamphlet provides basic information and disclosure of key aspects of Colorado School of Energy Studies' educational programs, in accordance with requirements of the State of Colorado.

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Educational Services

- Overall Objectives: CSES programs are adult education courses in Craniosacral Therapy and Polarity Therapy. The objectives of CSES programs are occupational development for health-care professionals and personal growth.
- Programs are generally 7 hours/day beginning at 9 a.m., with a 90-minute lunch period and a 15-minute break per 75 minutes of class.

Type of Instruction

- CSES programs are conducted in-class with at least one CSES instructor present. CSES programs are not correspondence, telecommuting or residential.

Program Length, Tuition & Educational Objectives

• Craniosacral Therapy Intro: 5 days (31 hours) $820

Objective:To gain an overview of Biodynamic Craniosacral Therapy (BCST), and become proficient in providing safe, effective beginner-level BCST care with clients.

• Craniosacral Therapy: 50 days (350 hours) $9,200

Objective:To become proficient in BCST based on the standards set by BCTA, IABT and Karuna Institute. This is the foundation training for professional BCST practice.

• Polarity Therapy Level 1: 16 days (100 hours) $3,150

Objective:To gain an overview of Polarity Therapy, and become proficient in providing safe effective beginner level Polarity care with clients, including using Polarity Therapy as part of other therapeutic modalities.

• Polarity Therapy Level 2: 52 days (352 hours) $6,435

Objective:To become proficient in the full content of Polarity Therapy. This program qualifies the graduate to take the American Polarity Therapy Association BCPP test.

• Verbal Coaching: 25 days (135 hours) $4,600

Objective:To become proficient in providing verbal support for clients, particularly within a touch therapy context.

• Polarity Therapy Coaching: 16 days (100 hours) $3,300

Objective:To become proficient in providing coaching support for clients using Polarity Therapy principles and methods, based on the book "Dancing with Yin and Yang" by John Chitty.

• Polarity Two-Chair Method: 4 days (25 hours) $495

Objective:To become proficient in using the Polarity Two-Chair method with coaching clients, based on the book "Dancing with Yin and Yang" by John Chitty.

• Working with Babies: 4 days (25 hours) $495

Objective:To learn the theory and method for a five-step sessions for very young children, using Polarity Therapy, Biodynamic Craniosacral Therapy and related methods.

Entrance Requirements

• Minimum age for admission to a CSES training is 18. A high school diploma or equivalent is required. Advanced trainings may require satisfactory completion of entry-level programs, including payment of prior tuition.
• CSES does not discriminate based on age, gender, sexual orientation, race, religion, lifestyle, disability or ethnic origin.
• An application is required for enrollment.

Enrollment Procedures

• To enroll in a program, applicants submit a completed application form, and receive a notice of acceptance from CSES.

Attendance Policy

• Absence at more than 5% of the regularly scheduled events of a program may cause withholding of Certificate of Completion, until the material missed has been satisfactorily completed. CSES will help students accommodate schedule problems, including providing makeup options. Make-ups beyond 5% must be made up with a teaching assistant, and the assistant must be paid for their time at their private rate.
• Students are not charged for make-up events for which payment has already been made as part of the overall tuition.
• Leave of Absence: CSES attempts to accommodate students' needs for a leave of absence in the event of illness or major life changes.

Progress Policy

• Evaluation activities are part of each program schedule. In evaluations, instructors use a variety of methods, including interview and demonstration, to determine student progress. Progress status is communicated orally. CSES programs use a pass/fail grading system. Students making unsatisfactory progress are given options to improve skills. These options include attendance at additional events, tutorials, and practice supervision.
• Each full program has a written examination conducted in the last module. Introductory classes do not have an examination.
• Formal transcripts are available after completion.

Conduct Policy

• CSES reserves the right to dismiss a student for disruptive behavior or lack of satisfactory progress. CSES can make this dismissal based on subjective criteria, with power of final decision vested in the program manager. In the event of dismissal, a pro-rated refund is given. A dismissed student may re-apply for any program, but CSES is under no obligation to re-accept the student, or to provide support for gaining status with APTA or BCTA.

Placement Assistance

• Colorado School of Energy Studies provides no job placement assistance. Current law prohibits any school from guaranteeing job placement as an inducement to enroll students.

• CSES supports application to APTA and/or BCTA for certification, at the time of program completion.

Facilities and Equipment

• CSES provides massage tables, table supplies such as sheets and blankets, and educational resources including anatomical models.

CURRENT CALENDAR

CSES programs do not occur on Thanksgiving or Christmas weekends.

BCST Group Y

•**Module 1:** August 21 - 25, 2024
•**Module 2:** October 23 - 27, 2024
•**Module 3:** January 8 - 12, 2025
•**Module 4:** March 26 - 30, 2025
•**Module 5:** June 11 - 15, 2025
•**Module 6:** August 20 - 24, 2025
•**Module 7:** October 22 - 26, 2025
•**Module 8:** January 7 - 11, 2026
•**Module 9:** March 18 - 22, 2026
•**Module 10:** May 27 - 31, 2026

BCST Group Z

•**Module 1:** Sept 25-29, 2024
•**Module 2:** Dec 4-8, 2024
•**Module 3:** Jan 22-26, 2025\
•**Module 4:** April 16-20, 2025
•**Module 5:** June 25-29, 2025
•**Module 6:** Sept 10-14, 2025
•**Module 7:** November 12-16, 2025
•**Module 8:** Jan 28 - Feb 1, 2026
•**Module 9:** April 8-12, 2026
•**Module 10:** June 17-21, 2026

Polarity Level 1 Group Y

•**Module 1:** August 5 - 9, 2026
•**Module 2:** October 7 - 11, 2026
•**Module 3:** January 20-24, 2027

Polarity Level 1 Group Z

•**Module 1:** August 19-23, 2026
•**Module 2:** October 21-25, 2026
•**Module 3:** Jan 6-10, 2027

Student Complaints

Attempting to resolve any issue with the School first is strongly encouraged. Complaints may be filed by a student or guardian at any time online with the Division of Private Occupational Schools (DPOS) within two years from the student's last date of attendance or at any time prior to the commencement of training by going to the DPOS website. https://cdhe.colorado.gov/school-resources/dpos-connect-resources.

Two-Year Limit on Complaints

• The Division of Private Occupational Schools has a two-year limit for acting on student complaints.

Postponement of Start Date

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

a. Whether the postponement is for the convenience of the school or the student, and;

b. A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

Financial Policies

• Tuition: Average cost is based on $210 per day of training. CSES program payment is due at the beginning of the event. Payments are made at the beginning of each module.
• Prepayment: CSES does not accept pre-payment for programs.
• Tuition is for an entire program, not a segment of a program. Days absent must still be paid as if attended.
• Payment plans may be available on a limited basis. Payment plans require no interest. These may be arranged through an interview. Financial aid is not available for applicants paying for other professional training running concurrently with the CSES event.
• Students may not begin a new CSES program while still owing for a prior CSES program.
• Fees: In addition to tuition, students may incur costs including:
  - Administrative Fee: All purchases made via credit card will be subject to an administrative fee of $20/module.
  - Books (2019 cover price of new books is shown): Craniosacral: $238, Polarity 1: $83, Polarity 2: $110
  - Other programs have no required reading or fees
• Sessions Received requirement for Certification: The national associations in each modality require the applicant to receive sessions, and these may have costs that vary with different providers. In addition, certification may require association membership fees and other expenses.
• Practitioner certifications come from national associations, not CSES. These membership and application fees are separate from costs of the CSES program. CSES maintains “approved school” status with these associations so that CSES graduates are assured of qualifying.

Refund Policy

Students not accepted to the school are entitled to a full refund of any money paid. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum

cancellation charge of $150.00 or 25% of the contract price, whichever is less. In the case of students withdrawing after commencement of classes, the school will retain the cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours attended in the program, as described in the table below.The refund is based on the official date of termination or withdrawal. Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

a. Whether the postponement is for the convenience of the school or the student, and;

b. A deadline for the new start date, beyond which the start date will not be postponed. If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

Refund Table

Student is entitled to upon withdrawal/termination Refund

Within first 10% of program 90% less cancellation charge

After 10% but within first 25% of program 75% less cancellation charge

After 25% but within first 50% of program 50% less cancellation charge

After 50% but within first 75% of program 25% less cancellation charge

After 75% [if paid in full, cancellation charge is not applicable] No Refund

Upon withdrawal/termination, students will not need to pay for any further tuition past their withdrawal.

1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.
2. All refunds will be made within 30 days from the date of termination.

The official date of termination or withdrawal of a student shall be determined in the following manner:

a. The date when CSES receives notice of the student's intention to discontinue the training program; or
b. The date on which the student violates published school policy, which provides for termination.
c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.
3. The student will receive a full refund of tuition & fees paid if the school discontinues a course/ program within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
4. The policy for granting credit for previous training shall not impact the refund policy.

Previous Training & Credit Transfer

• CSES reviews all requests for transfer credit for other institutions and programs, and grants such credit where appropriate. The request and granting or denying of approval is kept in writing, in the student's academic file.
• CSES does not guarantee the transferability of its credits to any other institution unless there is a written agreement with another institution.

Facilities, Equipment, Personnel

• CSES rents facilities for its events; the location is subject to change. The current location is: 3800 Arapahoe St, Suite 205, Boulder, CO 80303.
• CSES provides classroom supplies for all events.
• CSES programs are taught by Anna Chitty and Elizabeth Chitty Sandoval.

Ownership and Management

• CSES, Inc. is an S-Corporation owned by Anna Chitty, at: