

**Dr. Ida Rolf  
Institute®**

We hold to higher standards

## **Education Catalog**

**303-449-5903 • [www.rolf.org](http://www.rolf.org)**

**2024 (version 1)**

# The History of Rolfing® Structural Integration



In 1920, Ida Pauline Rolf received her Ph.D. in biochemistry from the College of Physicians and Surgeons of Columbia University, followed by an appointment as a Fellow in organic chemistry at the Rockefeller Institute.

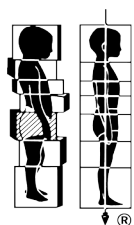
Driven to find solutions to her own health problems and those of her children, she spent many years studying and experimenting with different systems of healing and manipulation. She concluded that lasting improvement in well-being required a closer look at the effects of gravity on our bodies. Her insight was that gravity stresses the imbalances in structure which in turn changes the network of muscles and connective tissues, robbing the body of energy and good physiological function. These changes could be reversed.

She devoted her life to developing powerful and effective techniques to bring about a more harmonious relationship with gravity. Her investigation led to the system that we now call Rolfing Structural Integration. In order to pass along her work to others, she developed

a series of ten sessions, which are the basis for the training and practice of every Rolfer®.

Dr. Ida Rolf is recognized as a pioneer and leader in the field of bodywork, soft tissue manipulation and movement education. She founded The Rolf Institute of Structural Integration in 1971 in Boulder, CO. Since her death in 1979 at the age of 83, The Rolf Institute of Structural Integration has continued to share her work by certifying Rolfers® and Rolf Movement® Practitioners, supporting research, and building upon her inspiration. Today, there are more than 2,300 Certified Rolfers and Rolf Movement Practitioners in practice worldwide.

In 2018, The Rolf Institute® of Structural Integration changed its name to the Dr. Ida Rolf Institute®.



# Dr. Ida Rolf Institute®

We hold to higher standards

## **Dr. Ida Rolf Institute®**

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Accredited by the  
Commission on Massage Therapy Accreditation  
(COMTA)

# Dr. Ida Rolf Institute®

Rolfing Structural Integration is a process of assessing and transforming the structure and movement of the human body. Following Dr. Ida Rolf's methodical Ten-Series process, Rolfers use skillful hands-on techniques and Rolf Movement exercises to systematically reorganize the connective tissues, called fascia, throughout the entire body. Rolfing SI has the potential to make long-lasting structural changes to the body, while aiding in injury recovery, relieving pain and stress, increasing body awareness, and improving balance and flexibility.

**Our Mission:** The Dr. Ida Rolf Institute provides high quality education and promotes research to advance Rolfing Structural Integration and Rolf Movement Integration - our proprietary methods of optimizing human structure and function.

**Our Vision:** We envision a world in which optimizing structure and function of the human body is an integral part of health and well-being. In short, our vision is optimizing the human body for health and well-being.

Established in 1971, the Dr. Ida Rolf Institute is a nonprofit corporation, organized and existing under the laws of California and Colorado. Recognized by the U.S. Government as a tax-exempt, educational and scientific research organization, the Dr. Ida Rolf Institute is headquartered in Boulder, Colorado, and periodically sponsors programs in other locations.

The Dr. Ida Rolf Institute has three international licensees that independently offer programs compatible with those sponsored by the Dr. Ida Rolf Institute in the U.S. These are the European Rolfing Association e.V. in München, Germany, the Associacao Brasileira de Rolfistas in São Paulo, Brazil, and the Japanese Rolfing Association in Tokyo, Japan.

The Rolf Institute does not discriminate on the basis of race, color, creed, national origin, religion, sex, gender, age, disability or veteran status in admissions or in its educational program or activities.

In 1979, the United States Patent Office granted service mark rights for the word "Rolfing" to the Dr. Ida Rolf Institute, distinguishing Rolfing Structural Integration from all other forms of structural integration. The Dr. Ida Rolf Institute is the sole owner of the trademark "Rolfing," the brand and all its derivatives.

The Rolf Institute of Structural Integration, collectively, are the only schools worldwide that educate and certify Rolfers and Rolf Movement Practitioners. Only graduates who maintain their affiliation in good standing with the Dr. Ida Rolf Institute are allowed to refer to themselves as Certified Rolfers and Rolf Movement Practitioners. Certified Rolfers are the only professionals who provide Rolfing SI to the public.

The educational standards of the Dr. Ida Rolf Institute for Rolfers are reflected in its Code of Ethics, Standards of Practice, and continuing education programs.

## Commission on Massage Therapy Accreditation (COMTA)

The Dr. Ida Rolf Institute Foundations Rolfing Training Program is accredited by The Commission on Massage Therapy Accreditation (COMTA). In order to graduate from an accredited program all three phases of the program must be attended at the Rolf Institute in Boulder, Colorado. Regional and International school programs are not accredited by COMTA.

The Commission on Massage Therapy Accreditation (COMTA), 5335 Wisconsin Avenue, NW, Suite 440, Washington, D.C. 20015, Phone: 202-895-1518, Fax: 202-895-1519, Email: [info@comta.org](mailto:info@comta.org).

## State Approvals

The Institute is Approved and Regulated by the Colorado Department of Higher Education, Private Occupational School Board, Division of Private Occupational Schools (DPOS), 1600 Broadway, Suite 2200, Denver, Colorado 80202, Phone: 303-862-3001, Fax: 303-996-1330.

The Institute is approved by the Colorado State Approving Agency for Veteran's Education and Training benefits (CSAA), 9101 E. Lowry Blvd., Denver, CO 80230, Fax: 303-595-162.1.

The Institute is approved by the Colorado Department of Labor and Employment to provide services to clients of the Division of Vocational Rehabilitation (DVR). Only the Rolfing SI Certification Program offered solely in Boulder, Colorado is eligible for benefits.

For general inquiries email [CDLE\\_voc.rehab@state.co.us](mailto:CDLE_voc.rehab@state.co.us).

The Institute is approved by the State of Georgia, Nonpublic Postsecondary Education Commission, as well as several other regional states where the program is taught.





# Rolfing® Structural and Rolf Movement® Integration

More than fifty years ago, Dr. Ida P. Rolf recognized that the body is inherently a system of seamless networks of tissues rather than a collection of separate parts. These connective tissues, called fascia, surround, support and penetrate all of the muscles, bones, nerves and organs. Rolfing Structural Integration works on this web-like complex of connective tissues to release, realign and balance the whole body.

The Dr. Ida Rolf Institute has continued Dr. Ida Rolf's profound revelation on how to enhance the whole person by organizing the body in gravity. Some of the more important developments of the work since Dr. Rolf's passing are also what distinguishes Rolfing Structural Integration from all other forms of structural integration.

## Rolfing® Structural Integration

The hallmark of Rolfing Structural Integration is a standardized "recipe" known as the Ten-Series, the goal of which is to systematically balance and optimize both the structure (shape) and function (movement) of the entire body over the course of ten Rolfing sessions.

Each session focuses on freeing restrictions or holdings trapped in a particular region of the body. A practitioner also maintains a holistic view of the client's entire system during

each session, thus ensuring the transformational process evolves in a comfortable and harmonious way.

## Rolf Movement® Integration

Rolf Movement Integration uses a somatic sensory-motor approach to help clients optimize and sustain structural ease through balanced movement behavior. A Rolf Movement practitioner helps the client become aware of current perceptual and movement responses. The client learns to embody the qualities of efficient and graceful movement during more complex activities in work or leisure environments. By perpetuating balanced body use, the client fully embodies the Rolfing experience.

## Rolfing® SI and Research

Rolfing Structural Integration has been the subject of research in areas including low-back pain, fibromyalgia and Cerebral Palsy. Research projects have been supported by major universities, including Harvard University, the Stanford University School of Medicine, the University of São Paulo, UCLA and the University of Maryland. The Rolf Institute is also a sponsor of the Fascial Research Congress. For more information on research on Rolfing SI, visit [www.rolf.org](http://www.rolf.org).

## Dr. Ida Rolf Institute® Community Client Clinic

Certified Rolfer training at the Dr. Ida Rolf Institute comes to life in the Dr. Ida Rolf Institute Community Client Clinic.

Student participation in the Dr. Ida Rolf Institute Community Client Clinic is an integral part of Rolfing training. Every student, under instructor supervision, has real-world hands-on experience working on and with clients from different walks of life. These clients come to the Clinic with diverse needs and expectations. Some have received Rolfing SI before, while for others Rolfing SI is a completely new experience.

Students develop professional skills in supervised clinical practice sessions during the certification process. Entry-level students begin by learning and practicing *Skillful Touch*, the Rolf Institute's own form of clinical practice bodywork, during Foundations of Rolfing Structural Integration. Students give sessions to two clients under the supervision of an instructor.

Students in Embodiment of Rolfing SI & Rolf Movement Integration learn to

give and receive the Ten-Series with a student partner, and observe faculty demonstrations with a Clinic client model.

Clinical Application of Rolfing Theory is dedicated to clinical practice and review. Students focus on the refinement of professional skills acquired in prior phases by giving the Ten-Series and three Rolf Movement Integration sessions to two clients under faculty supervision.

In addition to the teaching and learning benefits for students and

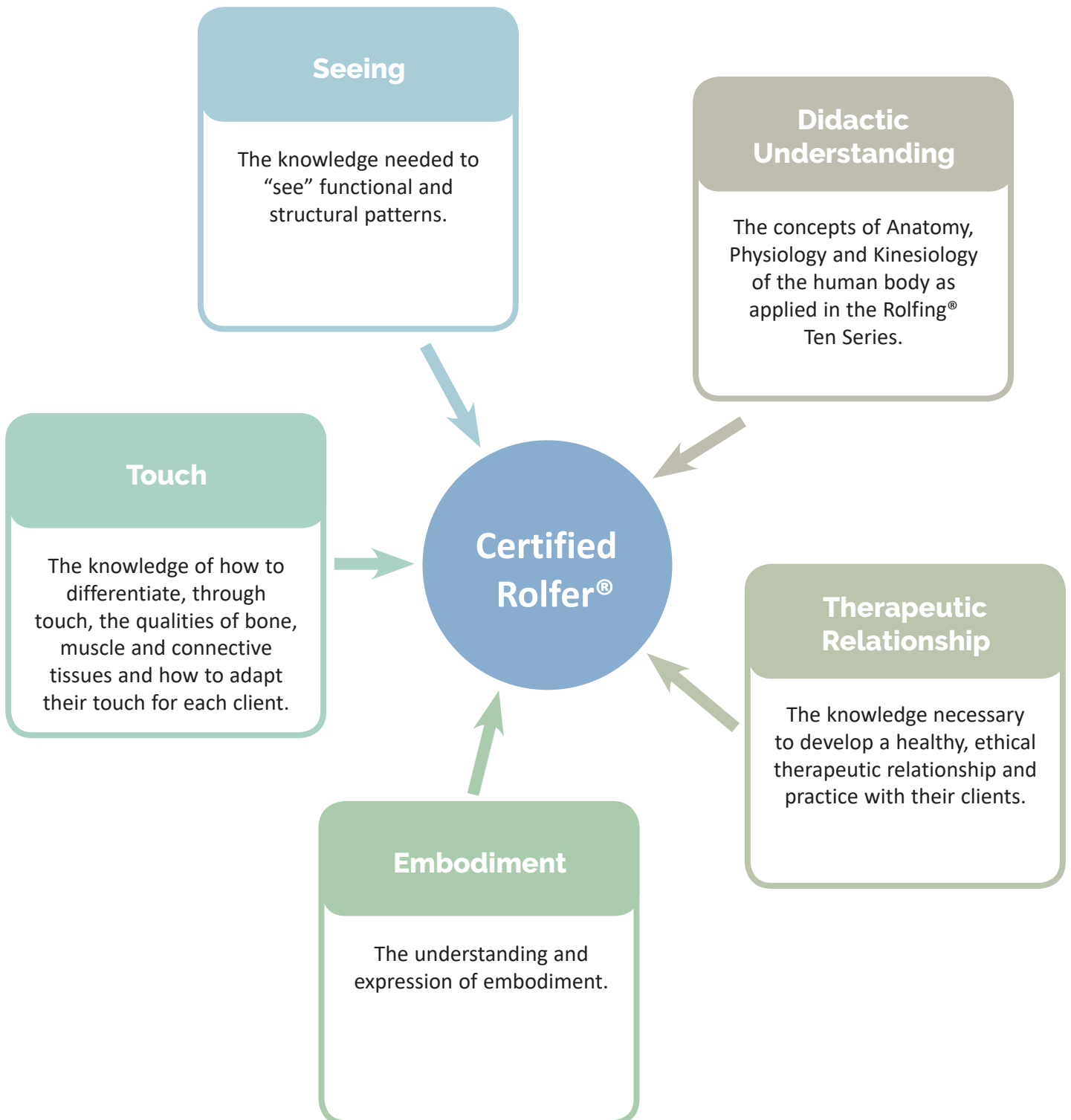


faculty, the Dr. Ida Rolf Institute Community Client Clinic is a service to local-area residents and an integral part of the underlying mission of the Dr. Ida Rolf Institute to bring the benefits of Rolfing Structural Integration to the world.

For more information and/or to sign up as a clinic client, contact the Dr. Ida Rolf Institute Clinic Coordinator at 303-449-5903 or [clinic@rolf.org](mailto:clinic@rolf.org).

# School-Wide Learning Outcomes

All of the certification programs at the Rolf Institute focus on five areas of knowledge and skills, or school-wide learning outcomes, including the following: Seeing, Touch, Embodiment, Therapeutic Relationship, and Didactic Understanding. Students must demonstrate that they understand the concepts and are able to do the skills tied to these outcomes in order to complete their program. The Dr. Ida Rolf Institute Assessment Rubrics for each certification program outline the specific knowledge and skills for each of the five school wide learning outcomes. These rubrics are the basis for assessing student success in their program.



# Certification Programs Overview

## Dr. Ida Rolf Institute® Offers Three Training Programs

Full class descriptions can be found beginning on page 12.

### Accredited

#### Rolfing® Certification Program:

For the Non-Bodyworker

Training in Boulder, CO

**\*Massage and Bodywork Program:**  
For the Non-Bodyworker (non-accredited)

**This program runs concurrently with the Rolfing® Certification Program in Boulder, CO and is not included in COMTA accreditation.**

**731-hour Certificate Program**

**2024-2025 Tuition cost is \$25,499 plus \$1,042 student fees**

#### Phase I: Foundations of Rolfing® Structural Integration/

**\*Foundations of Massage and Bodywork** **Format: 218**

**Hours, Six-Week Intensive;**

**2024-2025 Tuition cost is \$5,732 plus \$452 fees**

Designed for students with no formal training in massage or bodywork, or who have had some training but would benefit from taking this comprehensive course. For students with prior bodywork experience, please view the Transfer of Credits policy beginning on page 25.

#### Phase II: Embodiment of Rolfing® Structural Integration & Rolf Movement® Integration/

**\*Principles of Embodiment**

**Format: 244 Hours, Eight-Week Intensive;** **2024-2025**

**Tuition cost is \$9,684 plus \$248 fees**

Students learn the skills required to recognize simple structural patterns, to see structure in relation to gravity, and to develop a working knowledge of the basics of Rolfing Structural Integration & Rolf Movement Integration principles and theories.

#### Phase III: Clinical Application of Rolfing® Theory/

**\*Clinical Application**

**Format: 269 Hours, Eight-Week Intensive;** **2024-**

**2025 Tuition cost is \$10,083 plus \$342 fees**

In Clinical Application of Rolfing Theory students work on clients under instructor supervision. Upon successful completion of Clinical Application of Rolfing Theory, students have completed the Dr. Ida Rolf Institute Rolfing SI Certification Program.

**Only the 731-hour Rolfing® SI Certification Program is included in COMTA accreditation. Title IV Federal Financial Aid is available to those who qualify.**

#### Time to Completion

The Rolfing SI Certification Program takes 22 weeks, plus two scheduled breaks, to complete.

#### Costs

Tuition costs begin at \$25,499 plus \$1,042 in mandatory student fees. Tuition fees do not include the full cost of books, which range from \$250 to \$500 for the entire program.

Tuition fees do not include housing. For up-to-date information on tuition and fees, please check the website, [www.rolf.org](http://www.rolf.org).

*Note: Tuition rates are subject to change. Title IV Federal Financial Aid is available to those who qualify for the accredited Rolfing SI Training Program in Boulder, CO only.*

*Upon successful completion of both the Rolfing® SI Program and Massage and Bodywork program, students will have met and exceeded the licensing requirements for massage practice per Colorado Revised Statute 12-35.5-117 (§ 12-35.5-117, C.R.S.). While this program does exceed the minimum requirements, students should not consider the program as a terminal certificate for massage alone, but rather as preparation to be Structural Integrators.*

# Certification Programs Overview

## Non-Accredited

### Rolf Movement® Integration Certification

Training offered in the U.S.

225-hour Certificate Program

Three to Six-Module Intensive Program

Tuition cost is \$6,750 (\$225 per day) (\$2,250

per 10-day module or \$1,125 per 5-day module) plus fees

Format: Three 10-day, 75-hour intensive modules

or

Six 5-day, 37.5 hour intensive modules

30-day, 225-hour Certificate Program

Tuition varies paid per workshop plus fees

Format: Varies by workshop

The U.S. Rolf Movement Certification Program is offered in two different formats- Intensive and Workshop. To receive Rolf Movement Certification, a student is required to either:

- Intensive Format: take all three sequential RMI 10-day intensive modules, **OR**
- Workshop Format: take a minimum of 30 Rolf Movement credits/class days through Rolf Movement workshops, three days of which can be an independent study project or mentorship. The recommended time for completion is six years.

The intensive modules are taught in Boulder, CO. Workshops are taught in different regions of the country. Intensive training is offered in Boulder, CO. Workshops are taught in different regions of the country.

### Continuing Education

Training offered in the U.S.

Cost varies per workshop plus fees

Format: Varies by workshop

The Rolf Institute is committed to developing academic growth and therapeutic skill in all of its graduates. Certified Rolfers may take workshops in specific manipulative techniques, and/or explore other related subjects such as Craniosacral Therapy and Visceral Manipulation.

Once certified as Rolfers, graduates agree to attend a minimum of 18 days of approved continuing education over a period of three to seven years in preparation for Advanced Rolfer Training. If certified as a Rolf Movement Practitioner, Rolfers have up to nine years to complete CE Credits and participate in the Advanced Training. The continuing education requirement is one of the many ways in which The Rolf Institute upholds its standards and demonstrates them to the community.

***These programs are NOT included in COMTA accreditation and are NOT ELIGIBLE for federal student aid.***

## Non-Accredited

### Advanced Rolfig® Certification Program

Training offered in the U.S.

168-hour Certificate Program

\*Requires 18 days/ 135 hours of Continuing Education prior to enrolling.

2024-2025 Tuition cost is \$7,352 plus fees

Format: Varies by training

Certified Advanced Rolfers have completed an additional course of study beyond the basic level that deepens the practitioner's understanding of the theoretical and practical application of Rolfig Structural Integration.

Members are required to take the Advanced Training three to seven years after their initial certification. If a Rolfer elects to complete their Rolf Movement Certification, then the time is extended to nine years.

These requirements are in keeping with signed agreements that members have with the Rolf Institute.

Advanced Training is a course which is offered in various locations and formats. The Advanced Training is designed to help members develop and deepen their understanding and effectiveness as a Rolfer. It is also a context in which they can explore the latest developments in our work.

The major goals of the Advanced Training are to allow Rolfers to design their sessions for the individual and immediate needs of the client without having to resort to a recipe at any level and to allow them to be more effective with less effort. In order to accomplish these goals, the instructors will be exploring the following:

- A principle-centered decision making process that takes the place of all formulaic recipes (basic and advanced).
- A systematic approach to mobilizing all the major joints of the body (so that correcting local dysfunctions becomes seamlessly integrated into the holistic approach of Rolfig SI).
- An exploration of the viscera and the internal cavities of the body, their contents, pressures and pulls.
- A more comprehensive approach to evaluating the whole person based on our developing structural, geometrical, functional, worldview, and energetic taxonomies.
- A way of developing a more gentle and precise sense of touch that integrates direct/indirect and energetic techniques.
- How to accurately sense from a distance.
- The therapeutic environment and its importance in the context of Rolfig SI.
- How to cultivate the delicate and yet profound state from which effective and grace-full Rolfig occurs.

***This program is NOT included in COMTA accreditation and is NOT ELIGIBLE for federal student aid.***



# Dr. Ida Rolf Institute® Boulder Campus



The Dr. Ida Rolf Institute is located in Boulder, Colorado. Famous for its 300+ days a year of sunshine, Boulder, and the surrounding Metro Denver area, is highly regarded for its natural, healthy lifestyle. The richness of the area's cultural and educational resources offers The Dr. Ida Rolf Institute students much to explore during their personal time. Students have ready access to classes in yoga, pilates, martial arts, and the like. The mountains provide endless opportunities for hiking, camping, skiing, rock climbing and a myriad of other outdoor experiences. The University of Colorado and Naropa University, along with other area institutions, offer diverse cultural, intellectual, spiritual and artistic activities.

The Institute has four classrooms, all with necessary educational equipment, and houses a number of administrative offices. The student lounge at the Dr. Ida Rolf Institute houses the Thom Droge Memorial Library, which is available for research and reference. Students have access to a complete kitchen and outdoor space.

The student library is accessible during office hours.

Office hours are (Mountain Time):

8:00 a.m. – 4:30 p.m., Monday – Thursday

8:00 a.m. – 2:30 p.m., Friday

## Academic Calendar – Boulder Campus

Please check the schedule as posted on [class.rolf.org](http://class.rolf.org) or contact the Education Department for current class schedules.

Administrative holidays and the academic schedule do not always coincide. Due to the intensive nature of the training, classes may be in session during hours and days when the administrative offices are closed. Schedules for specific classes may also differ from the dates and times listed in the schedule. Instructors will distribute the class schedule to students.

### Administrative and Academic Calendar

Administrative Offices are closed on the following dates.  
Holidays and dates when classes are in session are indicated.

#### Administrative Holidays

Martin Luther King Day (January)

Memorial Day (May)

July 4 (Independence Day)

Labor Day (September)

Thanksgiving + Friday after (November)

Thanksgiving week

Winter Break (last two weeks of the year) School Closed

#### Class Holidays

Classes in Session

Classes in Session

Classes in Session

Classes in Session

No classes during



# Rolfing® Certification Program at a Glance

## Massage and Bodywork Program (non-accredited)

*The Massage program is offered solely in conjunction with the Rolfing® Certification Program in Boulder, CO. It is not included in COMTA accreditation.*

### To Apply, You Need

- A High School diploma or recognized equivalent.
- One of the following:
  - a. An official academic transcript, equivalent to an AA degree or occupational certificate, showing at least 60 credit hours at a postsecondary institution.  
OR
  - b. Documentation of a minimum of four years of equivalent career experiences and professional accomplishment.
- A federal- or state-issued ID.
- A passport-sized solo headshot photograph (for identification purposes).
- A resume of professional experience.
- Three professional reference letters (1-2 pages maximum length).

**International Students:** Please indicate the need for an I-20/M-1 Visa and submit your completed application, including a copy of your passport ID page and official TOEFL scores, no later than 60 days prior to class start date.

### Admission Requirements

- A \$50 Application fee (non-refundable after three days).
- Verification of having received a complete Ten-Series from a Certified Rolfer®. DIRI reserves the right to require a physician's release for any student.
- Approval of an application and required enrollment documents.
- A written 2-3 page personal life experience essay.
- \$900 deposit for class registration (\$300 applied to each phase).

*Note: Upon successful completion of this program, students will have met and exceeded the licensing requirements for massage practice per Colorado Revised Statute 12-35.5-117 (§ 12-35.5-117, C.R.S.). While this program does exceed the minimum requirements, students should not consider the program as a terminal certificate for massage alone, but rather as preparation to be Structural Integrators.*

### Rolfing® Certification Program Bodywork Program)

(Massage and

731 hours

\$25,499 + fees • A \$900 deposit is required to register for all three program phases.

#### Phase I: Foundations of Rolfing® Structural Integration

(Phase I: Foundations of Massage and Bodywork )

218 hours ~ Six week Intensive

#### Phase II: Embodiment of Rolfing® Structural & Rolf Movement® Integration

(Phase II: Principles of Embodiment)

244 hours ~ Eight week Intensive

#### Phase III: Clinical Application of Rolfing® Theory Clinical Application)

(Phase III:

269 hours ~ Eight week Intensive

## Rolf Institute Membership

Upon completion of the Rolfing SI Program's final assessment, graduates are eligible to become Certified Rolfers and members of The Dr. Ida Rolf Institute. By doing so, they are licensed to use the service marks – including use of the terms Rolfing, Rolfer, Rolf Movement and the Little Boy Logo – and their derivatives which are owned by The Dr. Ida Rolf Institute.

Additional benefits of membership include access to the membership section of Dr. Ida Rolf Institute website, a subscription to Structure, Function, Integration: Journal of the Dr. Ida Rolf Institute, discounts on educational programs, group insurance opportunities (available to US members only), an optional listing on the DIRI website and more.

Adherence to the Code of Ethics and Standards of Practice is a requirement of affiliation.

Additional rights and obligations of membership are specified in the Membership Master Agreement. Rolf Institute Members are required to pay an annual membership fee to remain in good standing for these privileges to continue.

# After Graduation

## DIRI MEMBERSHIP

Upon completion of training, graduates can become a Rolf Institute Member for their first 18 months at a discounted rate, providing access to Rolf Institute service marks and membership benefits.

## Required Continuing Education

A minimum of 18 days (135 hours) of Required Intermediate CE over a period of 3-7 years (or 9 years if already a Rolf Movement® practitioner) is a prerequisite preparation for Advanced Roling® Certification.

## Rolf Movement® Integration Certification

Completion of 3-6 intensive modules. \$6,750 + fees

OR

30-day intensive training. Varies + fees

Focuses on various aspects of a unified movement theory.

**YOU'RE A CERTIFIED  
ROLF MOVEMENT®  
PRACTITIONER\***

## Certified Advanced Rolfer® Training

Focus is on developing individualized design of sessions to meet the immediate needs of the client. Prerequisites: 18 days of approved CE hours as described above. \$7,352 + fees.

**YOU'RE A CERTIFIED  
ADVANCED ROLFER® \***





# Certification Program Descriptions

## Rolfing® Certification Program

### Massage and Bodywork Program (runs in conjunction with the Rolfing® Program)

#### Cost & Location

**731 hours, including 290 lab hours and 118 clinic hours**

**Taught in Boulder, CO**

**2024-2025 Tuition Cost is \$25,499, plus \$1,042 in student fees**

**Phase I: \$5,732 + \$452 fees**

**Phase II: \$9,684 + \$248 fees**

**Phase III: \$10,083 + \$342 fees**

**Deposit \$900 (\$300 applied to each phase)**

This program is designed for students who have not had formal training in massage or bodywork, or who have had some training but would benefit from taking this comprehensive course.

For students with prior bodywork experience, please view the Transfer of Credits policy beginning on page 25.

#### Additional Fees

1. Mandatory Student Fees include the Skillful Touch manual, Anatomy ebook, exams, technology, and supplies.
2. Life Sciences Exam (Anatomy, Kinesiology & Physiology) re-testing fee is \$75. Re-tests must be scheduled within 14 calendar days of the last day of Phase I.
3. Tuition fees do not include the cost of books, which range from \$250 to \$500 for the entire program.
4. Tuition fees do not include housing.

**Note: The Rolfing Certification Program is included in COMTA accreditation. Title IV Federal Financial Aid is available to those who qualify.**

*Students enrolled in the Rolfing SI Certification Program are concurrently enrolled in the Massage and Bodywork Program, which is not included in COMTA accreditation.*

*Upon successful completion of this program, students will have met and exceeded the licensing requirements for*

*massage practice per Colorado Revised Statute 12-35.5-117 (§ 12-35.5-117, C.R.S.). While this program does exceed the minimum requirements, students should not consider the program as a terminal certificate for massage alone, but rather as preparation to be Structural Integrators.*

#### To Apply, You Need

- A High School diploma or recognized equivalent.
- One of the following:
  - a. An official academic transcript, equivalent to an AA degree or occupational certificate, showing at least 60 credit hours at a postsecondary institution.OR
  - b. Documentation of a minimum of four years of equivalent career experiences and professional accomplishment.
- A federal- or state-issued ID
- A passport-sized solo headshot photograph (for identification purposes).
- A resume of professional experience.
- Three professional reference letters (1-2 pages maximum length).

**International Students:** Please see page 27 for additional application information.

#### Admission Requirements

- A \$50 Application Fee (non-refundable after three days).
- Verification of having received a complete Ten-Series from a Certified Rolfer. DIRI reserves the right to require a physician's release for any student
- Approval of an application and required enrollment forms.
- A written 2-3 page personal life experience essay.

Students with a relevant existing medical conditions must consult and have permissions from their physician prior to starting Phase II. Additionally, it is recommended that students with relevant

medical conditions complete their Ten-Series Admissions Prerequisite several months prior to starting the program, in order to avoid over stimulation when participating in student clinics during Phase II, where they will receive the ten series again.

*Please Note: An interview may be required to complete some applications.*

#### Phase I: Foundations of Rolfing® Structural Integration (Phase I: Foundations of Massage and Bodywork)

**218 hours ~ Six-week intensive for the entry-level student**

This six-week intensive course will provide the essential skills and academic knowledge required for the successful study and practice of Rolfing Structural Integration.

Students study Anatomy, Kinesiology and Physiology from the distinct perspective of Rolfing SI. Students learn guided palpation and touch through training in *Skillful Touch*, which is the proprietary form of clinical practice bodywork at the Dr. Ida Rolf Institute.

Students also train in the essential dynamics and professional skills needed to cultivate and maintain professional therapeutic relationships with clients. The class lectures and demonstrations prepare students for the Life Sciences Exam (Anatomy, Kinesiology & Physiology), which all students must pass prior to Phase II.

During Phase I, students gain experience and receive feedback on their touch skills and client/practitioner relationship skills. Initially, students learn touch and palpation by working on their classmates. Students are also introduced to Rolf Movement Integration. The final stage of this six-week course includes participation in a *Skillful Touch* Clinic where students work on clients from the community under the supervision of

their instructors.

## Objectives

Students will develop:

- A basic knowledge of the science, history and development of Rolwing Structural Integration and of Dr. Ida Rolf.
- An understanding of the Anatomy, Physiology and Kinesiology necessary to communicate a basic understanding of the body structure and function.
- The ability to identify anatomical structures and their relationship to each other including an understanding of joint range of motion.
- The ability to differentiate, through touch, the qualities of bone, muscle and connective tissues in the body, as well as a sense of myofascial layers, "layer of availability" of the tissues, the quality of responsiveness of the connective tissue to their intervention, and how to adapt their touch in response to the particular qualities of each client.
- The ability to intervene in a way that recognizes and addresses the primary needs of the client.
- The ability to evaluate the progression of their intervention.
- An understanding of the differences between a therapeutic and a personal relationship and how to behave appropriately in the context of the therapeutic relationship based on ethics and other professional considerations.
- The personal skills to learn *Skillful Touch* and Rolwing SI.
- The ability to perform a balanced 75-minute *Skillful Touch* session.
- The ability to create safety in the therapeutic environment by identifying and demonstrating appropriate boundaries.
- The ability to use their bodies efficiently when performing a *Skillful Touch* session.
- An ability to maintain a similar level of awareness of their own and their client's body as they perform a *Skillful Touch* session.
- The awareness to acknowledge and take responsibility for their emotional response in the therapeutic environment while maintaining their



client's autonomy.

- The ability to be able to evoke client participation in the context of the session.
- A basic understanding of the principles and philosophy supporting the practice of Rolwing Structural Integration.
- The ability to manifest, in their own bodies, a higher level of structural integration in order to express movement in all planes of motion in an economical, palintonic and contralaterally balanced manner as pursued though Rolf Movement Integration.
- The capacity to understand, experience, and recognize their patterns of response, connection and disconnection through a diversity of modes of perception and their implications for communication.

## Format & Methods

Faculty to Student ratio is limited to 1:10.

This six-week intensive course meets five days a week from 8:30 a.m. to 6:00 p.m. Foundations of Rolwing Structural Integration offers an integrated and innovative approach to learning about the human body. Taught through well-illustrated lectures, experiential exercises and guided palpation, classes are designed to provide the optimal learning experience. The Dr. Ida Rolf Institute instructors emphasize individual learning by providing each student with support for his/her specific learning needs. Students study the foundational subjects, as well as develop skills and knowledge in perceptual acuity, efficient body use, and quality of touch.

**Please Note:** Rolwing Structural Integration is not taught in Foundations of Rolwing Structural Integration. Completion of Foundations of Rolwing Structural Integration does not entitle the student to use the terms "Rolwing" or "Rolf".

Students must maintain Satisfactory Academic Progress as they progress through the program.

## Phase II: Embodiment of Rolwing® SI & Rolf Movement® Integration (Phase II: Principles of Embodiment)

**244 hours ~ Eight-week Intensive for students who have completed Phase I and are preparing to become Certified Rolwers®**

Students learn the skills required to recognize simple structural patterns, to see structure in relation to gravity, and to develop a working knowledge of the basics of Rolwing Structural Integration and Rolf Movement principles and theories.

The first week of Phase II focuses on each student's personal embodiment and understanding of the Principles of Rolwing SI as they are experienced in Rolf Movement Integration. The next seven weeks of instruction provide the student with the skills to recognize simple structural patterns in the body's form and in its function, to see structure in relation to gravity, and to achieve a working knowledge of the basic principles and theories of Rolwing SI and Rolf Movement Integration.

## Objectives



Students will be introduced to:

- The foundational paradigms and principles of Roling Structural Integration and Rolf Movement Integration through movement and embodiment explorations.
- A beginning level of understanding of the dimensions of the training: theoretical, practical, and exploratory.
- A different paradigm of learning, where it is understood at the cognitive level but also experienced and somatically enhanced.
- The differences between a process oriented therapy and a goal oriented therapy.
- The importance of creating a safe learning environment facilitated through the cultivation of the coming together of class members in a mature and relational manner.
- Their own movement patterns and embodiment.
- How to evaluate their ability to work with a quality of "touch" using both physical contact and language intervention.
- The ability to identify the various bodily systems through touch, including the differentiation of muscles, bone, nerves, organs and fascia and an understanding of proper function vs. dysfunction, as applicable to Roling Structural Integration.

## Format & Methods

Faculty to Student ratio is limited to 1:10.

This eight-week intensive class meets Monday-Friday during the first week and then Monday-Thursday, generally from 8:30 a.m. to 6:00 p.m. During this phase of their training, students both give and receive a Roling Ten-Series and three Rolf Movement sessions. Lectures, demonstrations and clinical applications will provide students with a broadened perspective on the Roling experience. Students will integrate structural and functional approaches to Roling SI, learning how to determine when each kind of session is appropriate. The subjects of fascial anatomy, efficient body use, client/practitioner communication, and structural analysis are critical to this phase of the program.

As the format of Phase II is an intensive, experiential environment involving immersion in the process of Roling Structural Integration & Rolf Movement Integration, students are put in touch with mental, physical and emotional states which may be challenging. However, the class is designed to provide a safe container for students to learn all aspects of Roling Structural Integration & Rolf Movement Integration. This includes learning to manage their own emotions, while attending to the needs of their classmate client.

Most class days include lecture, with one to two days each week devoted to supervised sessions. A good deal of class time is devoted to pattern recognition. Students will observe one another and instructor models in order to facilitate perceptual skills. Learning to identify structural and functional patterns and effectively addressing them in the context of Roling Structural Integration & Rolf Movement Integration is a strong focus. Another significant part of learning is the experience of receiving the work from a classmate. Students are uniquely qualified to give feedback to their classmate/practitioner, facilitating learning for both.

Students are encouraged to bring a spirit of exploration and open-mindedness to the Phase II class. They will discover much about the Roling process, and about themselves, during this course. They will also forge lifetime associations with classmates and future colleagues

as they prepare for the completion of their basic training, the clinical phase, in Phase III.

Students must maintain Satisfactory Academic Progress as they progress through the program.

## Phase III: Clinical Application of Roling® Theory (Phase III: Clinical Application)

**269 hours ~ Eight-week Intensive for students who have completed Phase II and are preparing to become Certified Rolfers®**

In this class students work on clients from the community under instructor supervision. Upon successful completion of Phase III, students have completed the Dr. Ida Rolf Institute Roling Certification Program.

## Objectives

Students will gain:

- An understanding of the theoretical and practical basis of Roling Structural Integration and Rolf Movement Integration.
- A deepened understanding of how a pattern – structural and functional – develops, as well as the ability to explore these patterns from different perspectives.
- The opportunity to utilize the paradigms and principles of Roling Structural Integration and Rolf Movement Integration through clinical practice with clients from the



community.

- The ability, with instructor assistance, to elicit the goals of Rolwing SI as a practitioner through the performance of a series of sessions with a client under instructor supervision.
- The ability to learn how to refine the application of Rolwing clinical work under instructor supervision.
- A demonstrated capability to take responsibility for their actions and accept and integrate feedback from instructors and other students.
- The experience of participation in a class environment that requires cooperation by all students and instructors to establish the class rules and expectations for the group and for creating a safe space and environment for learning.
- The ability to conduct a complete Rolwing Ten-Series and Rolf Movement sessions.
- The ability to identify any contraindications or pathologies within the various bodily systems as applicable to Rolwing Structural Integration when working on clients from a diverse population.

## Format & Methods

Faculty to Student ratio is limited to 1:10.

This class meets Monday-Friday for eight weeks. Class may start as early as 8:30 a.m. and end as late at 7:30 p.m. depending on the student clinic schedule. During Phase III students apply the knowledge and techniques learned in Phase I and Phase II to clinical and practical situations. Each student will perform the Rolwing Ten-Series on two clients from the community, in the classroom, under instructor supervision. In addition, students will give Post-10 and Rolf Movement Integration sessions to Community Client Clinic clients, further preparing them for the diverse needs of "real world" clientele.

Ongoing attention will be given to students developing efficient body-use and self-care while working, as well as improving client-practitioner relationship skills, quality of touch, and body-reading. Professional ethics, business and practice building skills are also taught in this class, along with public education practices, which help

prepare students to develop independent Rolwing practices.

Phase III is the clinical phase of training. Students will deepen their understanding of the Ten-Series and Rolf Movement sessions by practicing under instructor supervision on various clients. The educational focus shifts from the student's personal process and experience (taught in Phase II) to the client's process as they experience Rolwing Structural Integration and Rolf Movement sessions. Students will learn to assess and strategize using the principles of Rolwing SI, while developing various skills required for attending to clients, including attention to seeing, discussion, touch and technique.

Therapeutic relationship will be a large part of the learning process as well. By the end of the final week, students should be able to perform the Ten-Series and basic Rolf Movement sessions competently with confidence.

This class consists of lectures, demos and practicums designed to deepen the understanding and ability to perform each session according to the individual client's needs.

Those who have met the requirements for Satisfactory Academic Progress for the entire program will receive a certificate of completion upon graduation. The following requirements must be completed prior to graduation in order to receive a certificate:

1. Completion of all coursework with a passing grade.
2. Payment in full of all tuition and fees.
3. Pass the Rolwing SI Program Assessment.

A graduation ceremony is held for students who have completed the program.

## Clinical Work with the Community Client Clinic

Students in Phase III perform Rolwing Structural Integration and Rolf Movement Integration on two Community Client Clinic clients. Working under instructor supervision, students are challenged to put into practice all that they have learned in the training. Students develop

relationships with their clients, assess their clients' actual and perceived needs, and create and execute personal treatment plans.

Students report that the individualized attention they receive from instructors in the Clinic, plus the "real-world" nature of this client contact, is often the high-point of their Rolwing training at the Dr. Ida Rolf Institute and is essential in preparing them to be successful, professional Certified Rolwers.

Students must maintain Satisfactory Academic Progress as they progress through the program.

**Please Note:** Students who graduate from the Dr. Ida Rolf Institute Rolwing Program receive a certificate. By affiliating with Membership Services you become a Certified Rolfer.

## Rolf Institute Membership

Upon certification as a Rolfer, graduates are eligible to become a member of The Dr. Ida Rolf Institute. By doing so, they are licensed to use the service marks – including use of the terms Rolwing, Rolfer, Rolf Movement and the Little Boy Logo – and their derivatives which are owned by The Dr. Ida Rolf Institute.

Additional benefits of membership include access to the membership section of Dr. Ida Rolf Institute website, a subscription to Structure, Function, Integration: Journal of the Dr. Ida Rolf Institute, discounts on educational programs, group insurance opportunities (available to US members only), an optional listing on the DIRI website and more.

Adherence to the Code of Ethics and Standards of Practice is a requirement of affiliation. Additional rights and obligations of membership are specified in the Membership Master Agreement. A membership in good standing must be maintained for these privileges to continue.

# Final Program Assessment for Graduation

All students who complete the program will be required to take the DIRI Certification Assessment at the end of the third phase. The Certification Assessment consists of a twenty minute interview with a panel of faculty members and a forty-minute table demonstration.

## Overview of Learning Outcomes

The Roling Structural Integration Rubric lays out what students must know and be able to do in content standards. It also defines the performance standards for how well the student must know or be able to do the outcomes. Students are encouraged to use the Assessment Rubric for self assessment in each phase of the course, and as a "study guide" as they master the material and skill required.

Five competency areas are covered in the DIRI Certification Rubric and serve as the basis for the assessment interview and the demonstration portions of the final certification assessment:

1. Didactic
2. Touch
3. Seeing
4. Embodiment
5. Therapeutic Relationships

### Didactic Knowledge

Students are expected to know the content knowledge in life sciences (Anatomy, Kinesiology, & Physiology), and Roling SI and Movement concepts that enables them to make sound judgments and articulating their reasoning to clients while doing the work.

### Touch

Students are expected to understand and be able to do the full spectrum of touch, including direct and indirect touch strategies.

### Seeing

Students are expected to understand and be able to use a variety of models of "seeing" to complete body readings of their clients and

to draw conclusions about how to conduct a session and how to evaluate the results of that session.

### Embodiment

Students are expected to develop an understanding and language of embodiment and to exemplify embodiment in their presence and interactions with each other and with the client.

### Therapeutic Relationships

Students are expected to understand the dynamics of a therapeutic relationships-- including limits expressed in the DIRI code of ethics-- and the skills needed to create an appropriate and safe container for their work with clients.

## Certification Assessment Process

### Interview Process

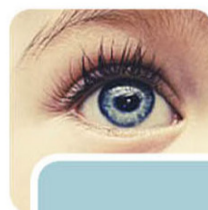
Students will be interviewed by a panel of three faculty members. Questions will cover the learning outcomes listed in the Assessment rubric below. Interview questions are designed to allow students to share what they understand along a continuum from "recall" of specific facts to "analyzing" the relationships between concepts. The goal during the interview process is to allow

the student to demonstrate 'higher ordered thinking' in discussing key ideas in Roling Structural Integration and Movement. The interviews will be scheduled ahead of time, and will take twenty minutes to complete.

### Demonstration Process

Students will exchange a forty minute session with one of their peers, including completing a body reading. During the demonstrations, students will choose a specific session based on the body reading and will use a variety of types of touch. Students are expected to exhibit appropriate "therapeutic relationships" in their interactions with their peer client. Faculty members may or may not ask questions during the session, but typically the focus during this part of the session is the student's skill in manipulation and body reading work.

To learn more about the performance standards or the level of critical thinking and level of psycho-motor skills that are required of students see Bloom's Taxonomy. Bloom's Taxonomy is a developmental model for learning that explains how students move from beginning learners (level one knowledge and skills) to proficient learners (level three knowledge and skills.)



Seeing



Touch



Embodiment



Therapeutic Relationship



Didactic



# Student Handbook

## Payments & Refunds

### Tuition and Fees

Tuition and Fee information can be found on our website at [www.rolf.org](http://www.rolf.org).

### Payments

A \$50 Application Fee (non-refundable after three days) is due upon starting the application process. Application forms are included in the admissions process. If a student is admitted to a training program, they reserve their space in all associated phases of the training by enrolling online and paying a deposit, \$900 for the 731-hour Certification in Boulder.

Half of the tuition payment for all classes leading to a certification is due two weeks prior to the start of class. The remaining balance is due four weeks later for each of the Certification classes. For the Movement and Advanced training programs, the number of installments will vary based on the total number of months. Invoices will be sent to students four weeks prior to due dates. Students may be assessed a late fee of \$50 if payment is received after the due dates. All credit card payments can be made online.

Students may not begin any class until the appropriate tuition has been paid. Late enrollment is occasionally permitted, depending upon space availability.

*Note: Tuition and fees are subject to change. Candidates and students-in-training are given as much advance notice as possible of any changes.*

### Payment Methods and Terms

The Dr. Ida Rolf Institute accepts all major credit cards (Mastercard, VISA, Discover, American Express), personal and traveler's checks, money orders, PayPal, and eChecks.

### Returned Checks Policy

All returned checks will be assessed a \$50 returned check fee.

### Financial Aid for Training in Boulder, CO

Within the world of financial assistance, there are many different forms available to students. Scholarships are financial awards given to eligible students and do not need to be repaid. Grants can be federal, state, or privately issued and also do not require repayment. Loans are a form of low-interest debt that must eventually be repaid and are a good option for those who do not qualify for a grant.

The Rolf Institute administers two financial aid programs to help cover tuition (fees are not included) for students who qualify – Federal Pell Grants and Federal Direct Student Loans. Students receiving Title IV Financial Aid must maintain Satisfactory Academic Progress in order to remain eligible for continued participation.

Contact the Dr. Ida Rolf Institute Financial Aid Department

at [finaid@rolf.org](mailto:finaid@rolf.org) for more information about financial aid programs and how to see if you qualify.

*Note: Only students attending the school in Boulder for the entire training are eligible for Title IV financial aid.*

### Veteran's Administration

The Rolf Institute is approved by the Colorado State Approving Agency for Veteran's Education and Training benefits. Please see Refund Policy for the refund policy pertaining to veterans. For more information, email [veterans@rolf.org](mailto:veterans@rolf.org).

*Note: Only students attending the school in Boulder for the entire training are eligible for Veteran's Education Benefits.*

### Refund Policy

The following refund and return to Title IV policies will be superseded if the Federal Pro-Rata refund policy results in a refund that is more beneficial to the student. The school determines the date of withdrawal for refund purposes as the last date of attendance.

Fees and charges paid to the school for goods and services, which have not been provided by the DIRI and accepted by the student, shall be refunded. Any money paid to the Rolf Institute in excess of the sum due to the school by the student who cancels, withdraws, or is discontinued will be refunded within thirty (30) days of such action. The failure of a student to notify the Director of Admissions in writing of withdrawal may delay the refund of tuition due pursuant to Section 5001 and 5002 of the Education Law.

The policy for granting credit for previous training shall not impact this refund policy.

1. A student who has not signed the DIRI Enrollment Agreement or has not been accepted to the program may cancel at no penalty.
2. A student may cancel his or her DIRI Enrollment Agreement at no penalty, with the exception of the application fee, within three business days of signing the agreement, provided the student has not entered into instruction
3. After three business days of signing the DIRI Enrollment Agreement, students are responsible a maximum cancellation fee of \$150 and the Application Fee, or 25% of the contract price, whichever is less, provided the student has not entered into instruction.
4. If the student withdraws or is discontinued after instruction has begun, the school may retain not more than: the cancellation fee plus a percentage of the tuition and fees, which is based on the percentage of contact hours completed as well as the Application Fee and \$100 for the Anatomy textbook and ebook.

See Refund Table on the next page:

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% of program	NO Refund

*\*If students withdraw after completing a phase, they are liable for 100% of the tuition and fee charges for that phase.*

### Program Cancellation

In the event the program must be canceled, students will receive a full refund or will be able to apply all remittances to another program.

### School Closure

In the unlikely event that the school closes, students will receive full refunds of all remittances.

### Refund Policy for Veterans

Military students not accepted by the school and students who cancel the contract by notifying the school within three business days, are entitled to a full refund of all tuition and fees paid following the same refund policy for the school. Any students who withdraw after three business days, but before the commencement of classes, are entitled to a full refund of all tuition and fees paid including the application fee in excess of \$10, following the refund policy of the school.

In the case of military students withdrawing after commencement of classes, the school will retain a cancellation fee plus a percentage of tuition, which is based on the percentage of contact hours, as described in the table above.

Books and student fees used for tools and supplies are not refundable. The refund is based on the last date of recorded attendance.

Any person found to have retaliated against another individual for reporting sexual harassment will be subject to appropriate disciplinary action, up to and including expulsion.

### Postponement of Starting 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:

- Whether the postponement is for the convenience of the school or the student, and;
- 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 the 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 Act of 1981.

### Return of Title IV Funds (R2T4)

For students who unofficially withdrawal, meaning they do not notify an Administrator and they cease posting attendance, their date of determination is the date that the Administration became aware that the student had ceased attendance.

For students who officially withdrawal by notifying an Administrator of their intention, their date of determination is the date they notify the school to begin the withdrawal process.

In both instances, the official withdrawal date, for calculation purposes, is their last date of attendance.

#### For Students Who Withdraw Before 60%

The institution must perform a drop calculation (R2T4) to determine the amount of earned aid through the 60% point in each Title IV payment period (before 366 clock hours, i.e., prior to the mid-point of the program). The institution will use the U.S. Department of Education prorated schedule to determine the amount of the Return to Title IV (R2T4) funds the student has earned at the time of withdrawal.

#### For Students Who Withdraw After 60%

After the 60% point in the Title IV payment period (at 366 clock hour, i.e., mid-point of the program), a student has earned 100% of the Title IV, HEA funds he or she was scheduled to receive during this period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned.

In both cases, funds are returned in the following order within 30 days of the student's withdrawal date:

- Federal Direct Unsubsidized loans (other than PLUS loans)
- Federal Direct Subsidized loans
- Federal Direct PLUS loans
- Federal Pell Grants
- Federal SEOG

If the R2T4 calculation results in a credit balance, refunds are issued within 14 days after the calculation has been completed.

If the R2T4 calculation results in an amount to be returned that exceeds the school's portion, the student must repay some funds.

### Calculation Formula

The Institute measures progress in clock hours and uses the Title IV payment period for the period of calculation.

**Calculate the percentage of Title IV, HEA aid earned for clock hour programs:**

- Determine the percentage of the period completed:  
Divide the clock hours scheduled to have been completed as of the withdrawal date in the payment period by the total clock hours in the payment period.

HOURS SCHEDULED TO COMPLETE TOTAL HOURS IN THE PAYMENT PERIOD = % EARNED (Rounded to one significant digit to the right of the decimal point, ex. .4493 = 44.9%.)



The following guidance applies to calculations for clock hour and credit hour programs:

- If this percentage is greater than 60%, the student earns 100%.
  - If this percent is less than or equal to 60%, proceeds with calculation.
2. Percentage earned from (multiplied by) total aid disbursed, or could have been disbursed = AMOUNT STUDENT EARNED.
  3. Subtract the Title IV aid earned from the total disbursed = AMOUNT TO BE RETURNED. 100% minus percent earned = UNEARNED PERCENT.
  4. Unearned percent (multiplied by) total institutional charges for the period = AMOUNT DUE FROM THE SCHOOL.

For more information, please refer to the Financial Aid Policies and Procedures Manual on the website, [www.rolf.org](http://www.rolf.org).

### Post-Withdrawal Disbursements

If a Financial Aid recipient withdraws from instruction, there may be funds that they were eligible to receive based on their Return of Title IV Funds calculation. In order to be eligible for these funds, there must be a valid ISIR on file, the funds must have been originated, and in the case of loan funds, there must be a signed Master Promissory Note on file. For SEOG funds, the award must have been made prior to the date the student became ineligible.

Post-withdrawal loan funds must be offered to the student within 30 days from the date it was determined that the student withdrew. Students are asked to accept or decline the funds within 14-days of being notified.

If a student fails to respond to the post-withdrawal disbursement request within 14-days no further action is taken. If loan funds are accepted, the school will disburse the funds within 180 days of the date the school determined the student withdrew.

Post-withdrawal grant funds will be disbursed within 45 days of the date the school determined the student withdrew.

If a post-withdrawal disbursement results in a credit balance the student has the option to have the funds issued to them in the form of a check, or for the funds to be returned. If they request a check, the refund is submitted no later than 14-days after the request is received.

## International Students

Please indicate the need for an I-20/M-1 Visa and submit your completed application, including a copy of your passport ID page and TOEFL scores, no later than 60 days prior to the class start date.

### Visas for Foreign Students

The Dr. Ida Rolf Institute is an approved school by the U.S. Department of Immigration and Naturalization Services for attendance by non-immigrating international students. Upon acceptance to the training, the Dr. Ida Rolf Institute will provide

you with an I-20/M-1 form. Students applying for visas must submit verification of funds sufficient to cover tuition and expenses.

*Please note: There will be an extra fee for expedited delivery of visa documents.*

### Language Policy

Applicants who wish to enroll in the Rolfing Certification Training Program at The Rolf Institute must be proficient in the English language, which includes the ability to read, write, understand and communicate in English prior to enrollment.

English is the language of instruction. The Rolf Institute recognizes that students' success in our training programs depends on the ability to be proficient in English in order to participate and be successful in the Rolfing training learning process. One of the objectives of each program is to enhance students' communication skills with the instructor, classmates, clients, and the general public.

If English is not the primary language, students are required to show proof they have taken and met ONE of the following standards for admission into our program:

1. Test of English as a Foreign Language (TOEFL) score of at least
  - a. 475 on the paper/pencil exam,
  - b. 153 on the computer based exam, or
  - c. 53 on the Internet Based Test (IBT);
2. International English Language Testing System (IELTS) score of 6.0 or higher;
3. Other approved exceptions (i.e. Completion of English-as-a-Second-Language programs).

The Rolf Institute does not offer English-as-a-Second Language instruction nor provide any English language services. If scores are below these thresholds, or if the instructor determines that a student's language skills are not adequate, they are required to hire an interpreter at his/her own expense, or be asked to leave the program until skill level is improved.

## Student Policies

### Application and Enrollment Procedure

Application to the Rolfing Certification Program begins with the completion of the Prospective Student Application Form and payment of the Application Fee. It continues via the Online Admissions Process, which collects required forms and documents. Enrollment in each phase of the training program is done through the online course registration system. Late enrollment is not allowed.

### Faculty to Student Ratio

Foundations of Rolfing Structural Integration classes have a Faculty to Student ratio no greater than 1:10.

Embodiment of Rolfing SI and Rolf Movement Integration and Clinical Application of Rolfing Theory classes have a Faculty to Student ratio no greater than 1:10.

## Calendar and Class Schedules

Current class schedules, information, and dates for the Dr. Ida Rolf Institute programs, both domestic and international, are posted on the Dr. Ida Rolf Institute website at [class.rolf.org](http://class.rolf.org). Or call us at 303-449-5903.

## Cohort Change Requests/Schedule Changes

Students who wish to change one or more of their phases of training are required to complete the Cohort Change Request Form. Students must provide a detailed description of why they are requesting a change to their cohort. All requests are reviewed by the Education Department prior to approval and students are notified via email, mail, or phone of the outcome.

The cost is \$100 for each phase of training that is changed after an Enrollment Agreement has been signed. The fee may be waived at the discretion of the Director of Admissions.

If a change request is approved, students will need to complete a Leave of Absence (LOA) Request form through the Admissions Department. Per Department of Education Regulations, the maximum timeframe for an LOA is 180 days within a 12-month period and includes weekends and scheduled breaks.

Due to DIRI's mandatory scheduled breaks in between phases, students who change their cohort may be out of school for more than 180 days. If this is the case, students will need to be withdrawn and will be required to complete a reinstatement request prior to returning to school.

Students on Financial Aid who are withdrawn due to cohort changes may be required to pay a portion of their tuition out of pocket. If, after a Return of Title IV calculation is completed, it is determined that a portion of the student's aid must be returned to the Department of Education the student will have an opportunity to discuss their options with the Financial Aid Department. Financial Aid Students will be required to complete Exit Counseling, Federal Loans may become due prior to them returning to school, and they will need to re-apply for Financial Aid when they return to DIRI to complete their program.

A new Enrollment Agreement is required any time a class schedule is changed.

## Clock Hour Definition

The program is measured in clock hours containing a minimum of 50 minutes of instruction in a 60 minute block of time. The Rolf Institute does not use credits or credit hours for the Rolwing Training Program.

## Cancellation Policy

If the Rolf Institute cancels an individual class day, it is the responsibility of the instructor to arrange for make-up of that time.

If the Rolf Institute cancels an entire phase of the training, all students will receive a full refund of their tuition and deposit, or can choose to apply their deposit to a future scheduled Phase.

## Code of Conduct

The nature of Rolwing SI requires a close client-practitioner

relationship. The student's conduct while in class provides the opportunity for the instructor to observe and evaluate the student's professionalism and maturity. Any conduct or behavior by the student which might jeopardize the Dr. Ida Rolf Institute or the reputation of Rolwing SI will be cause for expulsion. Disruptive behavior displayed towards faculty or classmates that do not support the learning environment will not be tolerated. Students displaying disruptive behavior may be suspended, due to conduct, from the class and/or expelled from the program. Attending classes under the influence of alcohol, marijuana, or illegal drugs, or exhibiting behavior disruptive to the class is cause for conduct suspension or expulsion. Failure to pay tuition in a timely manner can also be a cause for action. If a student is expelled due to conduct, the Last Date of Attendance (LDA) is the last date the student was in class.

The authority granted by, the DIRI Board of Directors has established regulations on student conduct and student discipline on the campus and off-site centers.

The full policy can be found online at [www.rolf.org](http://www.rolf.org).

## Copyright Infringement

Copyright violation is a serious issue because technology makes it easy to copy and transmit protected works over the Rolf Institute's network. The Rolf Institute does not allow the illegal or inappropriate use of material that is subject to copyright protection and covered by state and federal laws. Peer-to-peer sharing (including the download via torrents) is not allowed.

Members, in good standing, are allowed to use the photos and text found on the Rolf Institute website for their marketing materials, with use of the appropriate acknowledgements. Students and members should research the origin of all images found on the internet, that they choose to use in their materials on their websites, so they do not violate copyright law.

A full explanation of copyright infringement can be found on our website at [www.rolf.org](http://www.rolf.org).

## Sexual Harassment Policy

The Rolf Institute prohibits sexual harassment of its students by any Institute employee or other student. Such conduct may result in disciplinary action up to and including discharge or removal from the training and/or The Rolf Institute. The policy covers all students enrolled for training, workshops, continuing education and advanced training. The Institute will not tolerate, condone or allow sexual harassment, whether engaged in by fellow students, employees, associates, clients or other non-employees who conduct business with the Institute. Students will receive prompt notification if expulsion is being considered.

Sexual harassment is any behavior that includes unwelcome sexual advances and other verbal or physical conduct of a sexual nature when:

- Submission to, or rejection of, such conduct is used as the basis for grades, advancement, and or training decisions;
- The conduct unreasonably interferes with an individual's education and training performance or creates an intimidating, hostile, or offensive learning environment.

Rolf Institute students, faculty, and employees are entitled to work in an environment free from sexual harassment and a hostile or offensive working environment. The Institute recognizes sexual harassment as unlawful discrimination, just as conduct that belittles or demeans any individual on the basis of race, religion, national origin, sexual preference, age, disability, or other similar characteristics or circumstances.

No faculty or staff shall threaten or imply that a student's refusal to submit to sexual advances will adversely affect that student's training, grades, employment, compensation, advancement, assigned duties, or any other term or condition of training or attending the Dr. Ida Rolf Institute for career training and development. Sexual joking, lewd pictures, and any conduct that tends to make students, faculty, and staff of one gender "sex objects" are prohibited.

Students who have complaints of sexual harassment should (and are encouraged to) report such complaints to a faculty member, the Director of Education Services, or the Executive Director. If the Director of Education Services is the cause of the offending conduct, the employee may report this matter directly to the Executive Director. If the Executive Director is the cause of the offending conduct, the employee may report this matter directly to the Chairperson of the Board of Directors. Your complaint will be promptly and thoroughly investigated. Confidentiality of reports and investigations of sexual harassment will be maintained to the greatest extent possible. Any faculty member, student, staff person, or employee who, after appropriate investigation, is found to have engaged in sexual harassment of another employee or student will be subject to disciplinary action, up to and including discharge or removal from the Institute.

If any party directly involved in a sexual harassment investigation is dissatisfied with the outcome or resolution, that individual has the right to appeal the decision. The dissatisfied party should submit his or her written comments to the Executive Director. The Institute will not in any way retaliate against any individual who makes a report of sexual harassment nor permits any student, faculty member, staff, or employee to do so. Retaliation is a serious violation of this sexual harassment policy and should be reported immediately. Any person found to have retaliated against another individual for reporting sexual harassment will be subject to appropriate disciplinary action, up to and including expulsion..

## Student Grievance Procedure

The process for students to report possible violations of discrimination, sexual harassment, grievance, or deceptive trade to the administration is as follows:

- a. Report the incident to the lead instructor within 10 working days of the incident.
- b. If the violation occurring involves the lead instructor then the student should report the incident to the Compliance Officer/ Executive Director.
- c. Any supporting documentation should be filed with the Compliance Officer/Executive Director within 10 working days of the initial reporting of the possible allegation.
- d. The Compliance Officer/Executive Director will alert the

Chairperson of the Board of Directors of the allegation.

- e. The Compliance Officer/Executive Director will meet with those involved to investigate the possible allegation to determine the background and versions of the possible violation from those involved.
- f. The Compliance Officer/Executive Director will make a determination and notify those parties concerned in writing within 30 days, unless another time period is agreed upon by all parties, with a determination as to whether an allegation has occurred and the agreed upon settlement.
- g. This decision may be appealed in writing to the Chairperson of the Board of Directors within 5 working days of the notification by the Compliance Officer/Executive Director. The decision of the Chairperson of the Board of Directors shall be final.
- h. Should any of the above involve the Executive Director then the Chairperson of the Board of Directors shall assume the appropriate role in the reporting structure. The final appeal, in this case, shall rest with the DIRI Board of Directors.

*Note: Should just grounds be determined for the allegation the files and supporting documentation may be turned over to local authorities for possible consideration for legal proceedings.*

## 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 at <http://higher.ed.colorado.gov/dpos>, 303-862-3001.

Complaints may also be filed with The Commission on Massage Therapy Accreditation (COMTA), 5335 Wisconsin Avenue, NW, Suite 440, Washington, D.C. 20015.

## Privacy Policy/FERPA

The Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment, protects the privacy of student records. The Act provides for the right to inspect and review education records, the right to seek to amend those records, and to limit the disclosure of information for the records. Further details may be found on the FERPA page.

Further details may be found at [www.rolf.org/policies.php#ferpa](http://www.rolf.org/policies.php#ferpa).

## Student Access to Records

As part of FERPA, student have access to their student records as follows:

1. The right to inspect and review the student's educational records within 45 days of the day the School receives the request for access. Rolf Institute students should submit to the Director of Education Services a written request that identifies the record they wish to inspect. The Director of Education Services will make arrangements for access and notify the student of the time and place where the record may be inspected. If the record to be inspected is not maintained by the Director of Education Services, the student will be advised of the correct official to whom the request should be addressed.
2. The right to request amendment of the student's educational

records that the student believes are inaccurate or misleading. A student should write to the Director of Education Services responsible for the record; clearly identify the part of the record they want to be amended, and specify why it is inaccurate or misleading. If the Rolf Institute decides not to amend the record as requested by the student, the student will be notified of the decision and advised of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in a student's educational records, except to the extent that FERPA authorizes disclosure without consent. Disclosure without consent is granted to the Rolf Institute officials with legitimate educational interests. A Rolf Institute official is a person employed by the Rolf Institute in an administrative, supervisory, academic, or support staff position or a student assisting another Rolf Institute official in performing his/her tasks, i.e. a teaching assistant. A Rolf Institute official has a legitimate educational interest if the official needs to review a record in order to fulfill his/her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by The Rolf Institute to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education  
400 Maryland Avenue, SW, Washington, DC 20202-5901

## Learning Resources/Disability Policy

The Rolf Institute is committed to ensuring that individuals with disabilities by reason of their disability, not be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program offered by the Institute. The Rolf Institute is a Private school authorized under the Colorado Division of Private Occupational Schools (DPOS). As a private school, The Rolf Institute meets 1992, Americans with Disability Act, including requirements for 504 plans.

The full policy can be found on our website at [www.rolf.org](http://www.rolf.org).

## Deceptive Trade or Sales Policy

The Rolf Institute adheres to Colorado Revised Statute 23-64-123. To view the full statute, please view page 21 of the Colorado Revised Statutes 2022. Complaints of deceptive trade can be filed with DPOS using the same contact information provided above.

## Discrimination

The Rolf Institute does not discriminate against race, color, creed, national origin, religion, sex, gender, age, disability, or veteran status in admissions or in its education program or activities.

## Title IX Pregnancy Policy Compliance

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be

subjected to discrimination under any education program or activity receiving Federal financial assistance." The Certified Rolfing Structural Integration and Movement Integration Programs may not discriminate against any individual who is enrolled in the program and who is pregnant. Appropriate accommodations and alternate comparable activities will be offered as the situation warrants. Upon confirmation of pregnancy, the student must obtain a written statement of medical clearance (without restrictions) from her doctor regarding health status and advisement for continued participation in supervised practice experiences. Medical clearance forms are available through the Dr. Ida Rolf Institute Admissions Office.

## Disclaimer

The Dr. Ida Rolf Institute carefully screens applicants and monitors their progress as they go through our programs. While the Dr. Ida Rolf Institute is the sole certifying body for Rolfing Practitioners and requires that Rolfers adhere to the Standards of Practice and Code of Ethics, the Dr. Ida Rolf Institute is not a regulatory agency and therefore is not responsible for any actions or activities on the part of the Rolfer once he or she has graduated from the Rolfing Certification Program.

## College Financial Plan/ Shopping Sheet

Section 1018 of Public Law 116-315, Johnny Isakson and David P. Roe, M.D. Veterans Health Care and Benefits Improvement Act of 2020, adds new requirements for educational institutions participating in the educational assistance programs of the Department of Veterans Affairs (VA). Many of the requirements are consistent with the requirements of the Principles of Excellence, currently in Executive Order 13607; however, there are requirements in addition to those embodied in the Principles of Excellence which schools must also satisfy to maintain approval for GI Bill® participation.

Schools must provide a covered individual (student using benefits under chapter 30, 31, 32, 33, or 35 of title 38, U.S.C., or chapter 1606 of title 10, U.S.C.) with a personalized shopping sheet that contains an estimated total cost of the course that includes tuition, fees, books, supplies and any other additional costs, an estimated cost of living expenses, the amount of costs above that are covered by VA Education Benefits, the type and amount of Federal Financial Aid, not administered by VA and financial aid offered by the institution, that the individual may be qualified to receive, the estimated amount of student loan debt the individual would have upon graduation, information regarding graduation rates, information regarding job-placement rates for graduates, if available, information regarding the acceptance of transfer credits including military credits, any additional requirements for entrance or enrollment - including training, experience, or examinations that are required to obtain a license, certification, or approval for which the course of education prepares the individual, and any other information to facilitate comparison by the individual about aid packages offered by different educational institutions.

The Rolf Institute provides the College Financial Plan to all Veteran students, and all students using Title IV funds.



## Compliance with Title 38, U.S.C. 3679(e), The Colmery Act, Section 103

Section 103 of Public Law 115-407, the Veterans Benefits and Transition Act of 2018, amended 3679 subsection (e) of title 38, United States Code, to require educational institutions to provide protections for any covered individual using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Chapter 33) or Vocational Rehabilitation & Employment (Chapter 31) benefits, while payment to the institution is pending from the VA.

The Dr. Ida Rolf Institute certifies that our facility will adhere to above-referenced law, and will make this school's intent to comply with 38 USC 3679(e) available to all Chapter 31 and Chapter 33 students.

*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 website at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill).*

## Satisfactory Academic Progress (SAP)

The Dr. Ida Rolf Institute offers two certification programs in Roling Structural Integration. Each program has three phases, which must successfully be completed for certification. The Roling Certification program is designed for students with no experience in bodywork and requires 731 clock hours or a total of 22 weeks of instructional time in the classroom.

The Dr. Ida Rolf Institute also offers Advanced Roling Certification Training and Rolf Movement Certification Training. The Satisfactory Academic Progress (SAP) Policy applies to all students enrolled in any certification program at the Rolf Institute.

Students receiving financial aid are held to the same requirements as any other student for meeting SAP standards and may be reviewed at additional times for SAP compliance prior to a financial award disbursement being made.

Financial assistance is not available to cover the cost of a previously completed course to improve skills, nor will the attempt be reflected on the student's academic record. If a student fails to meet Satisfactory Academic Progress and must repeat a phase the units from every attempt will be used to calculate SAP status and the repeated phase will count towards the 150% maximum timeframe calculation.

### Summary of Satisfactory Academic Progress (SAP) Requirements for All Students

Students enrolled in any of the Certification programs must meet the requirements below (and, if applicable, to remain eligible for all types of financial aid ):

- Be enrolled as a full-time student of the program. (Note: The Roling Programs do not allow for part-time enrollment in either Program.)
- Finish the program within the Maximum Time Framework of no more than 150% of normal program clock hours required for each program.

- Have successfully completed at least 67% of the cumulative clock hours of scheduled attendance at the end of each payment period.
- Maintain a minimum C average (no less than 70%) by the final of Phase I (218 clock hours), and a cumulative C average (no less than 70%) by the midterm of Phase II (366 hours) and by the final of Phase III (731 hours).

### Timetable for Measuring Satisfactory Academic Progress

All enrolled students are evaluated for Satisfactory Academic Progress at the end of Phase I and at the mid-point of the program as follows:

#### Clock hour schedule (and as applies for Financial Aid Activities)

##### 731 Clock Hour Program:

SAP Review

- 218 Hours Phase I Cumulative Score
- 366 Hours Program Midterm Cumulative Score
- 462 Hours Phase II Final Cumulative Score

Financial Aid Payment Period One 0-365.5 clock hours

Financial Aid Payment Period Two 365.5-731 clock-hours

##### 600 Clock Hour Program:

SAP Review

- 87 Hours Phase I Cumulative Score
- 300 Hours Phase II Midterm Cumulative Score

### Financial Aid Payment Periods and Satisfactory Academic Progress

Disbursements are made in two payment periods as follows, depending on when the student is awarded aid, or decides to receive their first payment:

**Phase I and II Disbursement Payment Periods:** The first disbursement is issued during Phase I, 30 days after the start date for the program for any student. The second disbursement is issued at the midpoint of the program, during Phase II, after the satisfactory completion of 366 clock hours for the 731-hour Program.

Or

**Phase II and III Disbursement Payment Period:** For students who do not elect to start financial aid in Phase I, they may request financial aid starting in Phase II and will be eligible for the full amount of aid available for the whole program. In these cases, the first disbursement is issued after the start date of the Phase II, if the student has met all SAP requirements for the completion of Phase I.

The second disbursement is issued at the midpoint of the program, during Phase II after the successful completion of 366 clock hours for the 731-hour Program.

### Maximum Time Framework

#### Quantitative (Pace) Standard

In order to meet Satisfactory Academic Progress, students must be on pace to meet all SAP requirements for graduation by successfully completing no less than 2/3 or 67% of the total



cumulative weeks/clock hours of instructional time attempted.

Pace = Cumulative number of weeks/clock hours for each phase that you have successfully completed Cumulative number of weeks/clock hours for each phase that you have attempted.

All program requirements must be completed within a maximum time frame of 150% times the normal program length as measured in the total number of calendar weeks and clock hours the student is in class. The Roling Certification normal program length is 22 weeks or 731 clock hours and therefore, must be completed within the maximum time framework of 33 weeks or 1096.5 clock hours of class time.

So as not to exceed the maximum time framework for meeting the progress and pacing standards for program completion, no student shall be allowed to repeat more than one Phase in the total program; each repeated Phase is factored into the Maximum Time Framework allowable for completing the program.

Time spent on an approved Leave of Absence (LOA) or a scheduled break is not counted against the maximum time framework.

### Qualitative (Academic) Standard

In order to meet Satisfactory Academic Progress, students must maintain a minimum C average (no less than 70%) by the end of Phase I (218 clock hours), and a cumulative C average (no less than 70%) by both the midterm of Phase II (366 hours) and the end of Phase III (731 hours).

### Repeat of Phases

For the Roling SI Certification Program, students may be required to repeat up to one Phase of the program, if for any reason, they are placed on academic probation due to failing to meet Satisfactory Academic Progress. However, students may repeat no more than one Phase of the program.

Any student, who repeats a Phase, must re-enroll in the next appropriate and available Phase offered, or the student will be required formally to withdraw from the program. The student may be reinstated to the program if and only if he or she re-enrolls in the required Phase that needs to be repeated within no more than 180 days from the last day of attendance.

Students who withdraw from the program will receive a grade of 0% in each Phase interrupted by the withdrawal. Any interrupted Phase must be repeated upon reinstatement to the institution. Regardless of the reason for a withdrawal, the sum of all attempted clock hours will count toward a student's allowable Maximum Time Framework.

Grades for all phases, including repeats, are counted in the Qualitative analysis when determining Satisfactory Academic Progress unless the phase was previously completed successfully and the student is auditing voluntarily.

Students who repeat a Phase and are not on pace to meet Satisfactory Academic Progress at the point where they will complete a total of 67% (or 2/3) of maximum allowable hours, will be placed on financial aid suspension and administratively withdrawn. Students on financial aid suspension may not

receive further financial aid.

The cost for repeating a phase will be determined based on one of the following scenarios:

- Failure due to not meeting Satisfactory Academic Progress- 100% of tuition only, no fees
- Auditing a phase that was previously completed with a passing grade- 50% of tuition only, no fees
- Students who completed one or more phases via a Roling International school, but wish to receive an accredited certificate- 100% of tuition and fees

### Attendance Standard

Due to the intensive and experiential nature of the Dr. Ida Rolf Institute's Certification Programs, punctual attendance is required of all students. Students are expected to arrive on time for class every day and an overall attendance rate of at least 67% is required to maintain the Maximum Time Frame Pace Standard.

One unexcused absence requires a consultation with the instructor. Three unexcused absences may result in a student needing to repeat that phase or portion of the program. Note, no more than one phase may be repeated. Three unexcused tardies is the equivalent of one unexcused absence and will require a consultation with an instructor.

Instructors may request your withdrawal from a course or program if absences or tardiness is excessive. A student may be readmitted with the approval of the Executive Director. Additional fees may be required.

Students who are unable to continue classes for medical reasons or severe personal problems will be required to take a leave of absence until they are able to return to class. Proper documentation will be required to substantiate a student's withdrawal. A student may be readmitted with the approval of the Executive Director. Additional fees may be required.

### Academic Standard

#### Grading Scale

The student's academic average is reviewed to determine qualitative progress. The minimum requirement to meet SAP is a C average (no less than 70%) at the conclusion of each Phase and a cumulative C average (no less than 70%) for the program.

The Grading Scale is as follows:

PASSING GRADES:

90-100% = A 80-90% = B

70-80% = C

NOT PASSING:

60-70% = D

Below 60% = F

Grades are provided to students using the Learning Management System Gradebook.

### Incompletes

Because of the difficulty of students completing work outside of class, or entering any phase after it has begun, no grade of

"Incomplete" is issued for any phase of the Rolwing programs and therefore have no effect on SAP.

## Leave of Absence

In the event a student finds it necessary to be absent from school for an extended period of time, they may request an official Leave of Absence from the institution. Generally, only one Leave of Absence will be permitted per student request. The term of the Leave of Absence cannot exceed 90 days or three months, in addition to DIRI scheduled breaks.

There are two types of leave: Planned and Unplanned.

Planned Leave of Absence: Medical, Military, And Personal reasons.

Unplanned Leaves: Under extreme circumstances a leave of absence from an academic program may be granted for medical conditions, military deployments, or a national emergency.

Except in unusual cases involving unforeseen circumstances, a student's request for a leave of absence must be made in advance. Students may request official leaves of absence subject to the following U.S. Department of Education limitations:

No more than 180 combined days of leaves of absence are permitted in a twelve-month period. No more than three months (90 days), in addition to scheduled break time, will be granted for an initial Leave of Absence to any student.

The twelve-month period referenced in these provisions starts on the first day of the first leave.

A student's request for a leave of absence must be submitted in writing, must state the reason for which the leave of absence is being requested, and must be approved by the Director of Faculty & Student to be considered an official leave of absence. The Rolf Institution will only approve leaves of absence in cases where there is a reasonable expectation that the student will return to the program as scheduled.

Students will not incur additional charges from the institution for any absences during an official leave of absence period.

Students who fail to return to school as scheduled from an official leave of absence will be considered to have withdrawn from the institution. Failure to return may result in a drop calculation being completed, which may result in Title IV funds being returned to the Department of Education. Funds can be reinstated upon a student's return to DIRI at the student's request, as long as the total combined days of absence will not exceed 180 in an annual, twelve-month period.

The student's withdrawal date for refund calculation purposes will be considered the last date of attendance at the institution. If a student fails to return from an approved leave of absence, a portion or the entire student's grace period associated with any federal student loans may be forfeited resulting in the obligation to immediately begin loan repayment.

## Cohort Change Requests

At times, students may need to drop out of their current pipeline due to home or work commitments. If students should need to change one or more of their classes, they will be required to complete the Cohort Change Request Form.

Students must provide a detailed description of why they are requesting a change to their cohort. All requests are reviewed by the Education Department prior to approval and students are notified via email, mail, or phone of the outcome.

The cost is \$100 for each phase of training that is changed after an Enrollment Agreement has been signed. If a change request is approved, students will need to complete a Leave of Absence (LOA) Request form through the Admissions Department. Per Department of Education Regulations, the maximum timeframe for an LOA is 180 days within a 12-month period and includes weekends and scheduled breaks.

Due to DIRI's mandatory scheduled breaks in between phases, students who change their cohort may be out for more than 180-days. If this is the case, students will need to be Withdrawn and will be required to complete a Reinstatement request prior to returning to school.

Students on Financial Aid who are withdrawn due to cohort changes may be required to pay a portion of their tuition out of pocket. If, after a Return of Title IV calculation is completed, it is determined that a portion of student's aid must be returned to the Department of Education the student will have an opportunity to discuss their options with the Financial Aid Department. Financial Aid Students will be required to complete Exit Counseling, Federal Loans may become due prior to them returning to school, and they will need to re-apply for Financial Aid when they return to DIRI to complete their program.

A new Enrollment Agreement is required anytime a class schedule is changed.

## Transfer of Credits

The Dr. Ida Rolf Institute accepts two types of transfer credits:

1. Credits transferred from another Rolwing International Organization.
2. Credits transferred from an approved professional certification program in manual therapy such as massage therapy or physical therapy.

### Transfer credits from a Rolwing SI International Program:

DIRI accepts credits from other Rolwing SI International schools for one completed Phase one, two or three. For DIRI to issue a final certification, all phases of the DIRI Rolwing SI programs must be completed for certification through either the Dr. Ida Rolf Institute or one of its affiliated international schools.

Please note that only phases/programs offered by the Dr. Ida Rolf Institute are accredited. Students need to check with the specific state licensing agency where they intend to practice regarding accreditation standards and number of clock hours required for licensing. Also, please note that only students attending the school in Boulder for the entire training are eligible for Title IV financial aid.

Per the U.S. Department of Education, financial aid only covers phases offered through accredited programs. Therefore, financial aid may NOT be transferred to a Roling SI International school.

#### **Transfer credits from a professional school:**

Students may transfer up to 131 clock hours in specific subject areas if they have completed an approved 250 or more clock hour bodywork program. Students must have graduated from the professional program and hold a certification. Students must have completed ALL of the 131 clock hours and the program to transfer ANY credits over. Transfer students with professional certification may reduce the length of Phase I in the Roling SI program to two weeks.

Students must submit an official transcript that shows satisfactory academic progress in completing the following clock hours in order to receive any transfer credits:

- 47 hours of Anatomy, 21 hours of Physiology, 45 hours of Massage or other approved touch training (e.g. physical therapy), and 15 hours of Therapeutic Relationship.
- 131 TOTAL clock hours eligible for transfer in to the Roling SI Program
- Additionally, students must document 50 hours of post-graduate massage practice or comparable clinical experience.

DIRI does not guarantee transferability of credits to another institution unless there is a written agreement with another institution. All components of the DIRI Roling SI programs must be completed for certification through the Rolf Institute or one of its affiliated international schools.

DIRI may only issue a COMTA “accredited” Certificate to students who have completed all credit hours within a U.S. DIRI program in Boulder, CO. Any student who transfers from a Roling International school will receive a “non-accredited” Certificate. Students who transfer from DIRI to any international school will need to formally “withdraw” from the U.S. DIRI program and be enrolled in the Roling International Program. Students with financial aid who withdraw from the DIRI program to enroll in a Roling International program will be responsible for any Title IV funds that are required to be returned or repaid based on the last date of attendance at the Rolf Institute. The transferred hours will be counted towards the Pace/ Quantitative Standard (attempted and earned hours) but will have no bearing on the Grades/ Qualitative Standard.

#### **Evaluation of prior credit for students using Veteran's Education Benefits**

The evaluation of previous postsecondary education and training is mandatory/required for VA beneficiaries. For students utilizing Veterans benefits who are approved for transfer credit as a result of this evaluation, the institution will grant appropriate credit, reduce the program length proportionately, notify the student and Veterans Affairs in writing of this decision, and adjust invoicing of the VA accordingly.

**In any case, students who completed training at another institution over three years before their start date at DIRI may be required to take the full training, in which case no transfer credit will be granted.**

## **Failure to make Satisfactory Academic Progress**

### **SAP Warning**

If a student fails to meet any of the quantitative or qualitative standards for Satisfactory Academic Progress, he or she will be placed on warning for the next evaluation period via an Academic Learning Plan. The student is eligible for financial aid while on warning during the payment period in which the warning was issued.

Students will be notified in writing when they are placed on academic warning and the steps necessary to be removed from warning status. Students will also receive attendance or academic counseling from the Director of Faculty & Student or faculty as appropriate when they are placed on warning.

The written warning will outline the steps needed to complete the program including the quantitative and qualitative SAP requirements that must be met by the student. Written warnings may include a requirement that a student repeats a Phase for which they fail to maintain a C average (70%), or in borderline cases, complete a specific number of mentoring hours during a scheduled break. Any additional requirements such as a repeat of a Phase or the student at their own expense will complete mentoring hours.

### **SAP Suspension Status**

Failure to achieve Satisfactory Academic Progress, including all progress, pacing, and academic requirements stipulated in the Academic Learning Plan, at the end of the SAP Warning period, will result in the student being placed on SAP (or Financial Aid) Suspension and/or administrative withdrawal/dismissal. The institution will notify a student by certified mail if he or she is being administratively withdrawn/dismissed for unsatisfactory academic progress.

A student on SAP/Financial Aid Suspension status will not receive federal or institutional financial aid. A student who has been placed on SAP/Financial Aid Suspension may appeal this status.

### **SAP Appeal Process**

The student may submit a written appeal of their Financial Aid Suspension or dismissal within five calendar days of their receipt of the notice. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress such as the death of a relative of the student, personal injury or illness of the student, social or psychological problems, learning disorders, or other circumstances that will be reviewed at the discretion of the Director of Faculty & Students Services. The student must also show evidence that changes have occurred to allow the student to now meet standards of satisfactory academic progress.

The Director of Faculty & Student Services will assess all appeals and determine whether the student may be permitted to continue in school on probationary status, despite not meeting the satisfactory progress requirements or being administratively withdrawn from the program.

The student will be sent the written decision within ten days of the institution's receipt of the appeal.

The decision of the Administration, in collaboration with the

faculty, is final. Students who continue while on probationary status will have a written Learning/Academic plan that outlines the standards that must be met to be removed from probation and successfully complete the program.

If an appeal is approved, students will be permitted to continue their studies under Financial Aid Probation and will regain Financial Aid eligibility. If they have not improved their grades by the midpoint of the following phase, they will be administratively withdrawn from the program.

If an appeal is denied, students will be administratively withdrawn and placed on an Academic Learning Plan that will outline the steps required in order to return.

Students will not be eligible for Title IV Aid during this time.

Once a student has completed the required steps outlined in the Academic Learning Plan, they will be allowed to reinstate at a later date, however, any student who does not return after two years may be required to repeat the entire program.

One of the conditions of reinstatement may be the repeat of the current/last phase, however, only one phase may be repeated. If students fail to meet satisfactory academic progress after the repeat of a phase, they will be administratively withdrawn and will have to wait at least one year before reenrolling.

### Reinstatement/Readmission and Probationary Status

Students reinstated upon appeal are on probationary status for the next evaluation period, during which time they must meet the terms and conditions set out in the Director of Faculty & Student Services' letter granting the appeal. At the end of the evaluation period, and at the end of every evaluation period thereafter, the student's academic status will be reviewed. The student may continue on probation as long as he or she meets the terms of the academic plan approved at the time the student's appeal was granted, until such time as Satisfactory Academic Progress is regained. Any student reinstated after dismissal and appeal is not eligible for financial aid until he or she regains satisfactory progress status by meeting the minimum SAP standards, in addition to meeting all requirements for any financial aid loans previously issued.

### Reinstatement

If a student voluntarily withdraws or is administratively withdrawn from the program and wishes to return within two years, they will have to be reinstated to begin training again. If over one year calculated from the last day of attendance (LDA) has elapsed, the student's application for reinstatement will be reviewed by the Student Evaluation Committee (SEC) and the student may have to repeat all or some of the previously completed phases of training.

## Student Services

### Housing and Transportation

During their stay in Boulder, students typically rent rooms in the community at a reasonable cost of \$500 - \$900 per month. A local, private referral list is available to students upon request.

This housing referral list includes pertinent contact information, along with details on location and distance from the Dr. Ida Rolf Institute. Many of the living situations are within walking distance or a short bike ride or drive to The Rolf Institute.

The bus system throughout Boulder and Denver is quite convenient. A local bus drops students off just a block away from the school. For the bus schedule please check the RTD website at: [www.rtd-denver.com](http://www.rtd-denver.com). The Rolf Institute is not affiliated with or responsible for any housing options on this list.

### Announcements

Class information is communicated, whether by email or via the Learning Management System, to all students prior to the beginning of and during each class.

### Student Records & Transcripts

All student records are permanently on file in the school's administrative office. Please review Student Access to Records for FERPA rules on access and disclosure. Any student who wishes to see his/her records may do so by appointment during regular office hours. Student records are available to the Dr. Ida Rolf Institute administration, the Student Evaluation Committee, and the faculty of classes in which the student has been enrolled. Records are not available to other parties without the written consent of the student. Transcripts are available upon request. Official transcripts may be sent to a third party only at the specific request of the student.

VA students' records must be kept for 3 years following the ending date of the last period certified to VA. Referenced law: Title 38 CFR 21.4209(f)

### Transcript/Diploma/Certificate Financial Hold Exemption Policy

Date Adopted: 8/7/2024

#### A. Purpose

This policy is in response to Colorado HB22-1049.

#### B. Scope

This policy applies to all current and former students, excluding foreign students as defined in C.R.S. 23-1-113.5., who have an outstanding debt for tuition, room and board, or other financial aid funds owed to the school and request a transcript, diploma, or certificate. This policy also describes when a student may be subject to a registration hold.

#### C. Policy

1. Individuals may be subject to a transcript, diploma, or certificate hold when such individual owes certain debts to the School for tuition, room and board fees, or financial aid funds. Individuals will be subject to such a hold when their balance exceeds \$5,000. After 90 days, balances will be assigned to a third-party collection agency. If an individual is subject to such a hold, their transcripts, diplomas, or certificates will not be released unless an exemption



applies as outlined in section 2 of this policy.

2. Exemptions are granted for individuals who can demonstrate that the transcript/diploma/certificate request is required for one of the following reasons:

- a. Job application
- b. Transferring to another postsecondary institution
- c. Applying for state, federal, or institutional financial aid
- d. Pursuit of opportunities in the military or national guard
- e. Pursuit of other postsecondary opportunities

3. Process and Procedure for Exemptions: Upon submission of a transcript/diploma/certificate request and documentation to verify an exemption, the School will review the request and make a determination regarding whether or not an exemption exists, as outlined in section 2, above. If it is determined that the individual has a valid exemption, the School will release the requested transcript/diploma/certificate. If the School determines that the individual does not meet the exemption criteria, the School will provide a written explanation of the denial of the request within seven business days.

4. Individuals have the option to establish a payment plan for an outstanding debt. An individual who wishes to establish a payment plan for a debt owed to the School should send an email to [finaid@rolf.org](mailto:finaid@rolf.org), or [membership@rolf.org](mailto:membership@rolf.org).

5. Complaints pertaining to HB22-1049 may be submitted to the Colorado Student Loan Ombudsperson via email to [CSLSA@coag.gov](mailto:CSLSA@coag.gov).

## Certificates

Students receive certificates documenting the successful completion of their program. By affiliating with Membership Services, they become a Certified Rolfer. The Dr. Ida Rolf Institute also provides certificates for Rolf Movement Integration Certification, Advanced Roling Certification, and all the Dr. Ida Rolf Institute CE courses.

## Supplies and Equipment

The Dr. Ida Rolf Institute provides all the necessary supplies for classroom instruction. These supplies include Roling tables, Roling benches, linens, audiovisual equipment, a digital camera system, orthopedic skeletons, and anatomical charts. Handouts and other resources are provided electronically through the learning management system. Students are expected to purchase their own books and personal supplies.

## Library

The Rolf Institute's Thorm Droge Memorial Library contains a wide variety of books, Journals, research articles, and educational videos on Roling Structural Integration and some allied health topics. Resources are for use only at the Rolf Institute. Students are encouraged to utilize these sources to enhance their learning experience and aid in their career goals.

## Placement Assistance

In order to maintain and improve program effectiveness, the Rolf Institute monitors and reports completion, placement, and licensure exam rates on an annual basis. The collected information includes the name and contact information of employers, as well

as other verification; and/or self-employment client logs, marketing materials, business permits, and tax documents. Information from Rolfers who want to share their practices or about possible job opportunities may be available on the Rolf Institute bulletin board or in a member newsletter. The employment options for graduates in this field of study are quite varied. While part-time and full-time employee positions are becoming more available, most graduates are still entering the professional world as independent contractors or sole proprietors immediately after graduating. Training in this field is also known to be an outlet for people to do something they love.

Information from Rolfers who want to share their practices or about possible job opportunities may be available on the Rolf Institute bulletin board or in a member newsletter.

## Massage Laws and Licensing in State and Municipalities

***Certification as a Rolfer does not guarantee a license to practice massage or bodywork in a particular state or city. State and local licensing regulations vary. The Rolf Institute's educational program and courses leading to certification as a Rolfer may not prepare students for licensure in their respective states and municipalities.***

***State and municipal licensing laws vary in their content, hour requirement, and testing requirements, and in some cases, municipal ordinances may apply in the absence of state law. Students are responsible for checking the licensing requirements in the states and cities in which they wish to practice.***

***In Colorado, Rolfers are exempt from having to practice under a massage license. For a list of state licensure requirements, please visit the ABMP's website at [www.massagetherapy.com/\\_content/careers/MTreg.pdf](http://www.massagetherapy.com/_content/careers/MTreg.pdf) or the AMTA at [www.amtamassage.org/regulation/stateRegulations.html](http://www.amtamassage.org/regulation/stateRegulations.html).***

***Upon successful completion of the Roling program, students will have met and exceeded the licensing requirements for massage practice per Colorado Revised Statute 12-35.5-117 (§ 12-35.5-117, C.R.S.). While this program does exceed the minimum requirements, students should not consider the program as a terminal certificate for a massage alone, but rather as preparation to be Structural Integrators.***

***“Posture is no longer an immobile  
holding action, but a floating  
balance and ease.”***

***~ Ida P. Rolf***



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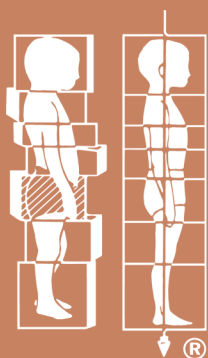
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**Dr. Ida Rolf  
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We hold to higher standards

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