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History and Ownership

The Founders and of Renaissance College-Massage Program, the late George C. and Diana Young, both Licensed Massage Therapists, felt a need to establish a school where they could share their passion for the healing arts of Therapeutic Massage and Integrative Craniosacral work.
They realized that for individuals to do more than exist, they must first begin to heal. Healing begins as an inward rebirth that grows and expands outward, opening new horizons and eventually encompassing everything and everyone around us. It is a powerful motivating force, a universal healing force that nurtures the entire human race. Their desire to reach as many individuals as possible resulted in the opening of Renaissance School of Therapeutic Massage in February of 2001. The school became registered with the State of Utah under the Utah Postsecondary Proprietary School Act (Title 13, Chapter 24, Utah Code) on March 26, 2001. As of July, 2003, Renaissance School of Therapeutic Massage is registered under the State of Utah, Department of Commerce, and Division of Consumer Protection, in compliance with the Postsecondary Proprietary School Act (Title 13, Chapter 34, and Utah Code). The corporate officers are as stated: Diana Young - CEO Owner/President/Treasurer, Kimberly Crane - Vice President, Derek Crane -. The Young's have designed the curriculum of Renaissance so that graduating students who have applied themselves to this program of study will have the skills necessary to sit for the National Certification Exam and be eligible to complete their licensing application with the state of Utah.

Mission Statement

Our mission at Renaissance College Massage Program is to provide quality education for students wanting to learn the healing arts and benefits of therapeutic massage.

Renaissance College-Massage Program is a Residential College.

Renaissance College address:
566 West 1350 South, Bountiful, Utah

Phone #: 801-292-8515

Accreditation through ABHES

Goals and Objectives

Our primary purpose in establishing goals and objectives is to support our commitment in our mission statement, to facilitate a nurturing and learning atmosphere that is worthy of massage therapy.

We will accomplish our mission through the following goals and objectives:

·Prepare students for the National Certification Examination through coursework designed to meet this need.

· Fulfill educational requirements to qualify students for licensure as a massage therapist.

·Provide an atmosphere conducive to learning the healing arts and benefits of therapeutic massage and Integrative Craniosacral therapy.

· Encourage and support positive interaction between students and staff, which will build and enable students to develop skills and talents in a safe and constructive environment.

· Create a safe and healing environment for students, staff, and clients.

· Facilitate knowledge and skills that will enable students to build a successful practice.

· Provide students with placement opportunities.

Approvals, Licensures, Memberships

Renaissance College-Massage Program is registered under the State of Utah Department of Commerce, Division of Consumer Protection and in compliance with the Postsecondary Proprietary School Act (Title 13, Chapter 34, and Utah Code). The Postsecondary Proprietary School Act does not mean that the State of Utah supervises, recommends or accredits the institution. It is the student's responsibility to determine whether credits or certificates from the institution will transfer to other institutions or meet employers' training requirements. This may be done by calling the prospective school or employer.

Renaissance College-Massage Program is a member of ABMP, and NCBTMB.

Accreditation

Renaissance College – Massage Program is institutionally accredited by ABHES (Accrediting Bureau of Health Education Schools) for non-degree programs, 7777 Leesburg Pike, Suite 314 N., Falls Church, VA 22043
Phone Number: 703-917-9503

Renaissance Educational Staff
Part-Time Instructors

Ballard, Corrine: *LMT, Renaissance College/ Massage Program, Bountiful, UT, Essential Oils*

Bingham, Cory: *Chiropractor, New York Chiropractic College, Seneca, NY, Anatomy & Physiology I, Pathology, Study of the Spine, Nutrition*

Bevan, Nichole: *LMT, Renaissance School of Therapeutic Massage, Bountiful, UT, , Massage Lab*

Brown, Dynasty: *Enrollment Director*

Clegg, Michelle: *LMT, UCMT, Lindon, Ut, Esthetics School, Skin Science Inst, SLC, Ut. Anatomy & Physiology I, Deep Tissue, Sports Massage, Trigger Point, Segmented Massage, National Exam Course, Lymph Massage*

Crane, Kim: *LMT, Renaissance School of Therapeutic Massage, Bountiful, UT, Bachelors of Science in Business Administration, Logan University CFO Administration, Office Manager Instructor for Swedish Massage,*

Fletcher, Chris: *LMT, Renaissance College/ Massage Program, Bountiful, UT , National Exam Course, Advanced Cranial, Sports, Visceral*

Jennifer Jacobson: *Instructor Coordinator*

Johnson, Aaron: *Martial Arts School, Kaysville, Utah, Tai Chi*

Kinzer, Rae: *Myotherapy College, LMT Polarity*

Maxwell, Janelle: *LMT, Renaissance College/ Massage Program, Bountiful, UT, Cont Ed. Training in MS. Lymph Training, Trigger Point, Segmented Massage, Deep Tissue, Lymph Massage, Muscle Interaction, Clinic, Specialized Massage*

Medina, Kimberly: *Student Coordinator*

Oliver, Amy: *LMT, Myotherapy, SLC, UT, Uppledger, , CST I Reflexology, Touch for Health, Meridians*

Robbins, Taunya: *LMT, Certified Spinal Touch Inst. - Myotherapy Institute, SLC, UT; CCE- Am Academy of CB; Certified CST I- Upledger. Tuina*

Rogers, Allyn: *BYU, Health Science, Anatomy & Physiology I, Pathology,*

Young, Angie: *LMT, Renaissance School of Therapeutic Massage, Bountiful, UT., Clinic, Specialized Modalities, Hot Stone Therapy, Deep Tissue*

Taylor, Lauren *Renaissance College- Massage Program graduate, Graduate Coordinator, Continuing Education Coordinator*

Young, Diana: *LMT, Myotherapy, SLC, UT, Uppledger, , CST I & II, SER I, SER II, Ad CST, VMIA, VMIB, VMII, PIVM, AVM, SYMJP, AVMII, The Brain Speaks, Pediatrics Cranial, Certified Bio Mechanics Instructor (Spinal Touch), Institute.* Owner, *Educational Director, Integrative Cranial I, II, SER, Advanced Cranial, Advanced Cranial Retreat, Visceral*

***Young, Heather**: LMT, Myotheraphy, SLC, UT. Spinal Touch, Cranial I, Cranial II, SER*

Zwick, Ursula: *LMT, Shiatsu practitioner, California School of Acupressure, Santa Monica, CA. Shiatsu.*

(All instructors are under independent contract to instruct at Renaissance. Our staff can change each session. For a complete and current instructor list, please contact the office.)

Visceral Course at Renaissance

Admission Requirements & Resources

Renaissance is a non-discriminate school as to color race or physically challenged. Admission applicants must meet the following criteria in order to be considered for admission:

1. Admissions Interview: Applicants are required to meet with the Director or the Director's designee.

2. Applicants must affirm to be physically, mentally, emotionally, and financially capable of completing the program.

3. Applicants must affirm they are free of contagious disease. Any questions regarding this requirement should be discussed with the Director at the time the application is made.

4. Licensure requires that therapists are free from any criminal felony conviction. So as not to mislead our students, we require that applicants be free of any criminal felony conviction.

5. Provide a copy of one of the following:
   - High School diploma is required
   - G.E.D. certificate
   - Post-secondary school diploma or transcript.
   - Home Schooling Certificate of Completetion

6. Current photo I.D.
   Current driver's license
   ID card

7. Applicants are **required to read the current catalog** and submit a completed enrollment agreement and **non-refundable application fee** of $100.00.

8. **Vocational Rehabilitation** is available. Call the Bountiful or Ogden Office
Ogden 1-801-395-7020
Fax: 1-801-395-7059
950 East 25th Street #200
Ogden, Utah
84401-2606
Kyla is the secretary to ask
Bountiful 801-296-1293
150 North Main #103
Bountiful, Utah 84010

9. Federal Student Financial Aid is available for qualified individuals. Please make an appointment with the Financial Aid Administrator for further information.

10. **Programs at Renaissance are approved for the GI Bill®. Please contact the VA to find out eligibility for yourself or family. www.benefitsva.gov.gibill**

11. Transfer of credits is only accepted by accredited schools. For each hour taken at another school, Renaissance will apply a $10.00 tuition credit for 1 hour. (Not to exceed 25% of our Massage Program, except for military transfer students in which case, no limit applies). The exception is when a student is wanting to license in Utah and has taken the national exam. They must have graduated from an accredited school. The hours received on their transcript will be applied to our 900 hour program. Each 20 hour course the student will be charged $300.00.

12. You are required to attend orientation meeting which is held on Thursday, at 6:00 P.M., before the first quarter begins.

13. Upon graduation from Renaissance, it is recommended that you make immediate application for National Licensure.

Scholarships

A student may qualify for a $100.00 to $500.00 scholarship.
Student is a current High School Graduate.
Student is a hardship case. Student is in Military.

Change of Contact Information

After a student is accepted into school, if at any time the address and phone number are changed, or the student gets married and has a last name change, a form must be completed in the office.

Nondiscrimination Statement

Renaissance College-Massage Program accepts students without regard to race, color, religion, sex, national origin, or disabilities. Acceptance into Renaissance is based upon student's personal abilities.

Student Insurance

Renaissance offers student insurance and is included in tuition

Program Overview

Renaissance offers a residential learning program on our campus, consisting of lecture and hands on instruction. Our Massage Therapy program is designed for ten months or 41 weeks in the field of massage therapy with a curriculum designed to meet the requirements of the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) and the Utah State License Board. Renaissance's Academic Year is 41 Weeks. Renaissance's Program is a 900 Hour, 41 weeks Program. A Quarter is 10 Weeks and 250 clock hours. Four quarters = 900 Hours. Our current curriculum is available for day or evening instruction when available. This allows our students flexibility in relation to their family, employment, and other obligations. All courses include lecture, demonstration, hands-on practice and videos. It is our belief that a student who has successfully completed the massage program will be prepared to sit for the National Certification Examination for Therapeutic Massage, and have tools necessary to succeed as a Licensed Massage Therapist.

Definitions: "Session" and "Quarter"
The program is divided into four, ten week ***Quarters***. There are five Sessions available and session starts are as follows:

Winter Session
January - March

Spring Session
March - May

Summer Session
May - July

Mid Summer Session
August - October

Fall Session
October - December

The students' level of progress in the program is indicated by ***Quarters***: First, Second, Third, and Fourth.

Description of Course Schedule
Renaissance has Day & Night Courses when available.
Courses are held Monday through Friday for day courses, 9:00am – 1:00pm and for

night courses 6:00pm – 10:00pm. Courses meet for two hours (Tai Chi being the exception with a one-hour class time each). Third and Fourth Quarter Students participate in the Student Clinic. Hours for the Student Clinic are offered daily, allowing our students as many opportunities as possible to experience hands-on training.

*Course availability each session is dependent upon enrollment and instructor availability.

Exams
Midterm examinations for all anatomy physiology courses are administered the fifth week of the quarter and final examinations are administered the tenth week of the quarter. For courses in which both written and hands-on examinations are administered, written finals are administered the ninth week of the quarter and practical examinations are administered the tenth week of the quarter.

General, Core and Adjunctive Knowledge Requirements
The following outlines the General, Core and Adjunctive Knowledge requirements of 900 Clock Hours. Each Quarter is 200 Hours except 3rd & 4th quarters which are 220 and 280 Hours. Our Program is 900 Hours.

Massage Program Requirements

Anatomy and Physiology, Kinesiology Requirements: 180 supervised in class hours of general education are required in this section. Courses required are as follows:

Anatomy: Bones & Muscles (40 hours)
Anatomy: Systems (40 hours)
Anatomy: Study of the Spine (20 hours)
Anatomy: Muscle Interaction (20 hours)
Pathology: Bones & Muscles (20 hours)
Pathology: Systems (20 hours)
Touch for Health (20 hours)

Core Knowledge Requirements: **253** supervised in class/clinic hours of core knowledge are required plus an additional **107 clinic hours**. Courses required are as follows:

Business Ethics (20 hours)
Airborne Pathogens (3 hours)
Lite Touch (15)/ Tai Chi (5)
Lymphatic Massage (20 hours)
Clinic/Instruction (20 hours)
Trigger Point (20 hours)
Specialized Modalities (20 hours)
Segmented - (20 hours)
Massage Lab (20 hours)
Sports Massage (20 hours)
Deep Tissue (30 hours)
Swedish Massage (40 hours)

Adjunctive Knowledge Requirements: 360 supervised in-class hours of adjunctive knowledge with the following courses:

Advanced Cranial Retreat (55 hours)
CPR (5 hours)
Essential Oils (20 hours)
Integrative Cranial I (20 hours)
Integrative Cranial II (20 hours)
Integrative SER (20 hours)
Integrative Advanced Cranial (20 hours)
National Exam (20 hours)
Nutrition (20 hours)
Meridians (20 hours)
Polarity (20 hours)
Reflexology (20 hours)
Rock Therapy (20 hours)
Shiatsu (20 hours)
Spinal Touch (20 hours)
Tuina (20 hours)
Visceral (20 hours)

Course Descriptions

Class size at Renaissance is small, allowing students optimal access to their instructors and opportunities to practice modalities.

Our massage program is comprised of a multi-faceted structure of knowledge, techniques, and modalities that are mutually dependent on each other for the overall benefit and healing of the human body. Each quarter, students build on the knowledge needed for the next quarter. Renaissance is a residential program & 5 day retreat off campus. All courses are 20 Hours unless otherwise indicated.

Advanced Cranial Retreat: This course is designed to aid students in the development of their cranial skills. The course is held off campus for 5 days. Students will be learning advanced cranial moves and learning to work as a head facilitator with other students assisting on one person. ***Prerequisite: All Cranial Courses*** (55 Hours) Lecture-Hands-on

Airborne Pathogens: Information pertaining to the transmitting of pathogens will be taught on a Saturday, along with the CPR course. (3 hours) Lecture

Anatomy: Bones & Muscles: Basic structure and function placed on the musculoskeletal systems including origin, insertion, and action of the muscles with nerve patterns. Medical terminology will be introduced as well as Anatomical positions. (40 hours) Lecture

Anatomy: Systems Students will understand the major systems of the human body. The structure and the function of the Central, Cardiovascular, Respiratory, Lymphatic, Digestive, Reproductive and Urinary systems will be studied. These systems are essential to the health and well-being of the human body. Physiological functions, Integumentary, Sensory, Nervous, and Endocrine will be taught. (40 hours) Lecture

Anatomy: Study of the Spine Students will study the segments of the spinal cord and the nerve interaction with the spinal cord. Different curvatures will be studied. ***Prerequisite: Anatomy: Bones and Muscles*** Lecture

Anatomy: Muscle Interaction: Each group of muscles will be studied relative to action and movement of the body. ***Prerequisite: Anatomy: Bones and Muscles*** Lecture

Business Law: This course is designed to aid students in the development of business skills that will enable them to set up and run an effective practice. This course will include business ethics, as well as state law regulating therapeutic massage in Utah. Lecture

Clinic Instruction: This course is taught 3rd and 4th quarters. Massage techniques will be continued and instruction on different massage moves will be covered. Massage questions will be covered as well as what to do and what not to do. ***Prerequisite: Swedish and Massage Lab (***10 Hours each Quarter, Total of 20 Hours) Lecture-Hands-

on

Clinic/Intern: A minimum of 107 hours of hands-on work is required. Students are *required* to participate in clinic 5 hours per week. ***Prerequisite: Swedish Massage, Business Law, Anatomy: Bones & Muscles, Massage Lab*** (107 Hours) Hands-on

CPR: Course taught by Save-a-Heart which covers First Aid and Cardio-Pulmonary Recitation. This course is required for graduating students. (5 Hours) Lecture-Hands-on

Deep Tissue: A study of how to use the body mechanics to get deeper into the body. Extensive moves are taught and accessing the body structure of the client to know where changes in the body need to occur. (30 Hours) Lecture-Hands-on

Essential Oils: A study of how the oils are made, qualities of each, where they are derived from, and how they are used for healing purposes. We will be teaching how to use the oils to relieve back pain, oil therapy, and many other aspects of their uses. Lecture-Hands-on

Integrative Craniosacral Therapy: Our integrative craniosacral therapy course is uniquely designed to assist the students in learning to feel the energy and follow the craniosacral rhythm and motion. Lecture-Hands-on

Integrative Cranial I: Students learn to recognize movement in the diaphragms and how to release unorganized tissue in the diaphragms. Students will learn the different cranial bones and moves to help release stuck tissue and energy restrictions. Lecture-Hands-on

Integrative Cranial II: Students will be able to understand the process of the avenue of expression and understand how to find an energy cyst on a client's body. Students will understand what moves can be done on an infant and which cannot. ***Prerequisites: Cranial I*** Lecture-Hands-on

Integrative Advanced Cranial: Students focus on opening the avenue of expression and learning advanced cranial moves, including group cranial work and learning to be the head facilitator or assistants. ***Prerequisites: Cranial I, Cranial II, SER*** Lecture-Hands-on

Lite Touch Therapy:/**Tai Chi:** The energy techniques of Tai Chi will help to incorporate balance and posture for the practicing massage therapist, enabling the practitioner to prevent injury during the massage. Students will learn the basic principles for assessing and treating the physical and energetic body, and the various sites for stimulating acupressure points in order to regulate chi (the life force energy). Lecture-Hands-on

Lymphatic Massage: This is a gentle technique using rhythm, direction, and depth to filter out toxins within the lymph system and aid the body in maintaining a healthy immune system. ***Prerequisite: Anatomy: Systems.*** Lecture

Massage Lab: A hands-on course emphasizing integration of massage techniques learned in Swedish Massage. Successful completion required prior to Clinic. ***Prerequisite: Swedish Massage*** Lecture-Hands-on

Meridians: Energy in the body flows in a "river like" system called Meridians. Each meridian energy is connected to a specific organ. This course teaches the importance of the meridian system in the body. Meridians

are named after specific organs. Lecture-Hands-on

Nutrition: The students will learn the basic concepts of health and nutrition and the powerful role and affect that good nutrition, or lack thereof, has upon the students. Herbs will be studied. Lecture

Pathology Bones & Muscles: Students examine the pathological study of the human body and the probable causes for disease, including Skeleton Bones & Joints Disorders, Musculoskeletal Conditions, Skin Diseases and Nervous System Conditions. ***Taken concurrently with Anatomy: Bones & Muscles*** Lecture

Pathology Systems: Students examine the pathological study of Nervous System, Circulatory, Respiratory, Lymph, Urinary, Heart, Heredity Disease and Endocrine Systems including disease producing organisms, trauma, environmental agents, malnutrition, degenerative processes, stress, and other predisposing conditions. ***Taken concurrently with Anatomy: Systems*** Lecture

Polarity: Students will learn massage manipulations derived from both eastern and western practices. Exercises are included to balance the body, both physically and energetically. Lecture-Hands-on

Reflexology: A study of the anatomy and physiology of the different systems of the body and where they are represented on the feet and the relationship each has with other systems. Students will also learn powerful techniques to locate and relieve mild disturbances in the body. Lecture-Hands-on

Rock Therapy: Students explore the use of heated rocks in massage. Heated rocks help balance the body, cover a variety of dysfunctions in the body and create a relaxed state of mind. ***Prerequisite: Swedish Massage, Massage Lab*** Lecture-Hands-on

SER: This course opens the avenue of expressions. Students learn about energy cysts and study the chakras. They learn about vectors, their function, and the verbal skill to release emotional trauma from the body. They learn to become more comfortable in the verbal exchange with a client in an emotional release. ***Prerequisite: Cranial I, Cranial II*** Lecture-Hands-on

Segmented Massage: This course breaks down the muscle groups and uses this to watch how the body uses these muscles in activities such as throwing a ball, golfing, hammering a nail, etc. Also assessing the body structure and what adjustments might be made to improve posture working the muscle groups. ***Prerequisite: Swedish Massage, Massage Lab, Anatomy: Bones & Muscles*** Lecture-Hands-on

Shiatsu: Japanese finger pressure method based on the oriental concept of energy flow. When properly applied, these pressure points help to increase circulation, stimulate nerves, and improve body metabolism. ***Prerequisite: Meridians*** Lecture-Hands-on

Specialized Modalities: This course will include learning various techniques of Boshum, PNF, hydrotherapy, facial massage, chair massage, infant and pregnancy massage, geriatrics, and Zen massage. ***Prerequisite: Swedish Massage*** Lecture-Hands-on

Spinal Touch: This is a light touch treatment based upon engineering principles. This treatment allows for a gentle energy correction of misalignments of the spinal muscles. This can provide relief for people who have been in automobile accidents or

other trauma. Lecture-Hands-on

Sports Massage: Instruction techniques specific for athletics. Students will learn treatment for sports injuries, as well as therapies for pre-event and post-event injury recovery. Topics include range of motion, mobilization, stretching, and deep tissue. ***Prerequisite: Swedish Massage, Massage Lab, Trigger Point*** Lecture-Hands-on

Swedish Massage: Fundamentals of massage theory and practice. This course presents massage terms, the benefits and history of Swedish massage, indications, contraindications, ethics, draping, and therapeutic value of touch. (40 Hours) Lecture-Hands-on

Touch for Health: Touch for Health is a safe and practical touch-healing process of balancing the body's natural energies to ease the discomfort of common aches and pains as well as the stresses of daily living. TFH is a combination of ancient Oriental principles of acupuncture/ acupressure massage and recent Western developments in wellness and preventive health care. TFH teaches you simple, powerful skills to give you the ability to promote health for yourself and your loved ones. Lecture-Hands-on

Trigger Point: Deep tissue and pressure point bodywork technique used to relieve pain and dysfunction throughout the body. Deep pressure is applied to neuromuscular stress points and maybe accompanied by stretching to facilitate a release of the affected tissue. Sometimes it is called Myofascial Trigger Point Therapy. ***Prerequisite: Anatomy: Bones & Muscles, Swedish Massage*** Lecture-Hands-on

Tuina: Tuina is an ancient Chinese medical massage using the basic theory of traditional Chinese medicine. Tuina means "push-pull" meaning pushing in good Qi (vital energy) and pulling out bad Qi. Tuina includes various specific massage techniques and pushing specific sets of acupressure points on the body to open up meridian pathways and increase energy, or Qi, flow and blood circulation, reducing slight displacement of joints, healing soft tissue injuries, adjusting function of internal organs, as well as nerve regulation, joint mobility, cellular tissue-flushing, and pain relief. ***Prerequisite: Meridians*** Lecture-Hands-on

Visceral: Each organ has its own unique movement and characteristics. Students will learn about organs and how to encourage them to function on a more quality level. ***Prerequisite: Anatomy: Systems, Integrative Cranial I, II*** Lecture-Hands-on

Standards of Satisfactory Progress

Federal regulations require the Office of Financial Aid to monitor the academic progress of all students toward the completion of their program. This monitoring process is called **Satisfactory Academic Progress (SAP)**. SAP is evaluated using three factors: cumulative grade point average, percentage of attempted hours completed, and the percentage of maximum of eligibility in which a student must complete their program.

A. MINIMUM SAP REQUIRMENTS

1. Cumulative Grade Point Average (CGPA): Maintain a 2.0 CGPA

2. Cumulative Completion Rate (CCR%): Complete and pass a minimum of 67% of the cumulative hours attempted which is calculated as follows:
   A. all successfully completed hours
   B. all attempted hours

3. Maximum Time Frame (MTF) limit: Complete all program requirements within 150% of the minimum number of clock hours required to graduate (6 quarters for a full time student and 15 quarters for a part time student).

   Definitions: Students who withdraw from a course or the program will receive a grade of "W", (which has no impact on the GPA). The hours for the course is counted as attempted but not achieved. Students who fail to meet the 2.0 requirement for passing the course will receive an incomplete, and will be required to repeat the course for a fee of $200.00. If a student fails a course three times, he/she will not receive hours for that course, which affects graduation. The lowest grade will be dropped and the highest grade will be used to calculate the GPA. Repeated courses are counted against the required completion time frame.

B. MONITORING

Academic progress is checked at the end of each quarter. In order to maintain eligibility to stay in school, students must meet the minimum CGPA and CCR requirements specified above in items 1 and 2. Students will be notified in writing within 2 weeks after the end of each quarter if they do not meet the minimum requirements specified above.

SUSPENSION OF VA MONEY

Students that fail to meet the minimum CGPA or CCR requirements of 100% attendance with make-up work and 2.0 Grade Point Average each quarter can have their money suspended by VA.

C. APPEAL PROCESS

Students who have been placed on warning, suspension, or have exceeded the 150% MTF limit may file an appeal if they have extenuating circumstances. Students must submit the following documentation within 14 days of notification:

- A letter of explanation
- Third party documentation supporting the reason for your appeal

The documentation will be reviewed and students will receive written notification of the result of their appeal within 14 days from submission of their documentation. If the appeal is granted, the student will be able to receive money for the quarter(s) listed in the notification. All results are final.

D. TRANSFER STUDENTS

The grades and hours from all courses accepted toward the completion of a student's program will be included in the CGPA and CCR calculations. Not to exceed 225 Hours. School must be accredited to accept transfer hours. If a student has taken the National Exam and passed, needing to license in Utah; all hours from the previous school will be approved towards the 900 hours required at Renaissance for graduation.

Grading Policy

A	Excellent	4.0	93-100%
A-	Excellent	3.7	90-92%
B+	Good	3.3	87-89%

B	Good	3.0	83-86%
B-	Good	2.7	80-82%
C+	Satisfactory	2.3	77-79%
C	Satisfactory	2.0	73-76%
C-	Satisfactory.	1.7	70-72%
I	Incomplete	0.0	Below 70%
T	Transcript (Predicated by previous school)		
W	Withdrawal		

(Anything below a "C-" grade requires a re-take of the course at a price of $200.00 per course.)

Assignment & exams must be passed with 70% or 2.0 competency. To achieve a 70% or 2.0 pass rate, instructors in these courses will allow for exam retakes anytime within a two-week period, (three-week maximum period with prior instructor approval) of the original exam date. If a student is absent on the day of the exam, the student must make arrangements with the instructor to make up the exam before the next class time. A test score lower than 70% can be retaken.

If a student successfully completes a course and desires to repeat the course, he/she may do so for a fee of $100.00.

MISSED ASSIGNMENTS
Students, at the discretion of the instructor, may make up missed assignments, course material, and practical work missed during their absence. Make up work must be completed within two weeks of the original date due.

Attendance Policy

Attendance is monitored daily and **students are required to maintain an attendance rate of 100%.** Days may be made up to maintain attendance by doing extra work assigned by the instructor. Missed classes may be made up by attending the same class in the evening if you are a morning student, or in the morning if you are an evening student. In the event a regularly scheduled course time falls on a holiday, the school will be closed and we will not hold school. Holidays are: New Years, Martin Luther Day, Presidents Day, Memorial Day, Independence Day, Pioneer Day, Labor Day, Thanksgiving Weekend Christmas (Until January). Constitution Day is celebrated within the school September, 17 2016 and will be celebrated during the week when class is in session. The course time may be rescheduled at the discretion of the instructor, depending on the needs of the course. Make up for the absence in any of the following three ways:

1. Extra Assignment given by instructor.
2. Hands-on for missed modality and client signature.
3. Tutoring with a $30.00 fee

Renaissance reserves the right to replace in-class hours with external and internal practical experiences, such as cadaver lab, chair massages, onsite guest speakers etc. Students may access their attendance records anytime by requesting records from their current instructors or from the office. Any student that fails to meet the minimum attendance rate of 100% will be notified by the instructor and placed on probation for the following quarter. Students will be suspended if their attendance is below 100% for two consecutive quarters.

Full time is considered as following:
1st quarter: 20 hours per week
2nd quarter: 20 hours per week
3rd quarter: 23.5 hours per week
4th quarter: 26.6 hours per week
Financial Aid requires a minimum of 12 hours per week of class time.

TARDINESS
Classes begin promptly at the time

scheduled Five minutes after the hour. Any student arriving later than 30 minutes after the class has started will be marked tardy. Three tardie's are equal to one absence.

LEAVE OF ABSENCE

Students may find it necessary to interrupt their training at Renaissance and may be granted a leave of absence for the following situations:

1. Serious health condition of the student
2. Care of an immediate family member with a serious health condition
3. Birth/adoption of a child and care for that child
4. Death of an immediate family member
5. Jury duty
6. Armed Forces (Leave of Absence will be until tour is completed)

Only two leaves of absence will be allowed during student's enrollment not to exceed a 180 days in any 12-month period except military leave. Except in the case of military students, in which case they are extended without penalty until their tour is completed. Leave of absence will not affect the Standards of Satisfactory Progress or additional financial charges. The student is required to complete a leave of absence form provided at the office signed and dated with a written explanation for the request before the leave of absence starts. If circumstances prevent a student from providing a prior written request, Renaissance may grant the student's request for a leave of absence, if it is documented and the school collects the written request at a later date. The student should also have an exit interview with the Director. If a student does not return on the scheduled time or make arrangements for an extension, Renaissance will consider the student withdrawn from the program. . This could affect the student's on Financial Aid loan repayment terms, including the exhaustion of some or all of the student's grace period. Renaissance will be required to return Students monies to the financial aid funds. The termination date is the date the student was scheduled to return from the leave and failed to do so. Any student will automatically be withdrawn from the program and all financial aid funds not earned will be returned by Renaissance. Student will be responsible to pay any costs to Renaissance out of their own pocket. The time missed from school *will be counted against* the student's original required completion timeframe. This could affect the student's graduation date. The termination date is the date the student was scheduled to return from the leave and failed to do so. Any student will automatically be withdrawn from the program. Student will be responsible to pay any costs to Renaissance.

WITHDRAWAL

If a student finds that he/she is unable to complete the massage program and is not eligible for a leave of absence as previously outlined, the student is required to officially withdraw from the program.

To officially withdraw from Renaissance College, a student must ***complete a withdrawal request form*** provided at the office, and have ***an exit interview with the director***. A student who properly withdraws from the program is eligible for a refund (if applicable) and re-enrollment at Renaissance. If returning at a later date the student must return at the same level of satisfactory progress she/he held prior to the interruption. **A properly completed withdrawal does not affect the required completion time frame.** The student will also be eligible to obtain copies of his/her transcripts for application for another educational institution.

If the withdrawing student does *not* follow these procedures, the Renaissance College will consider withdrawal to have occurred no later than fourteen consecutive days after the last date of academically-related activity, which may include lecture, hands-on practice, or examinations. Student will be financially responsible for the fourteen consecutive days missed if a proper withdrawal form is not completed. A student may email a withdrawal form to the College. This form needs an official signature and date of withdrawal.

If a student was not current in their financial agreement with the College at the time of their unofficial withdrawal 1.5 days, they will not have access to their transcripts until they bring their financial agreement current. Renaissance also reserves the right to collect any funds owed to the school, including all court costs and fees.

RE-ENROLLMENT

Re-enrollment will be required to occur within three years of the withdrawal date in order for hours from previously completed courses to be granted. If re-enrollment exceeds the three-year grace period, then all hours previously earned are lost and the student must meet the graduation requirements of the current program catalog at the time of re-enrollment.

Re-enrollment for any student who has previously withdrawn from our institution must be approved by the Director before the re-enrollment process may begin.
Upon review of student's academic performance and attendance records, the Director will meet with the student and determine the best course of action that will enable the student to successfully complete his/her educational experience here at Renaissance. Courses previously completed at Renaissance will be accepted as clock hours towards graduation under the following conditions: all course work and attendance must have been completed in a satisfactory manner, with an academic grade of "C" or better,100 % attendance with all attendance make-up work handed in to the office.

Required tuition and fees will be determined for courses that need to be completed as stated in the current course catalog.

Tuition credit will equal the amount retained by the school in the previous withdrawal. Any monies previously refunded will not be applied toward current tuition credit. A re-enrollment agreement must be signed and dated upon reentry into Renaissance.

Any student who has served in uniformed services shall not be denied readmission if the following requirements have been met:
1. Advanced written or verbal notice
2. Cumulative absence does not exceed five years.
3. Give notification to re-enroll within three years of service period, or within 2 years after convalescing from military-related illness or injury.

Graduation Requirements

The Renaissance curriculum has been designed to allow a full-time student to complete the massage therapy program in as little as 41 weeks, or 10 months. If a student fails to complete the program within 150% or 6 quarters, the student will not receive a Certificate of Graduation from Renaissance, which means the student cannot sit for the National Exam and cannot be eligible to receive a license to practice massage

therapy.

The maximum time frame allowable for completion of the program for a full-time student is 60 weeks, or six *consecutive* 10-week sessions. A student registered full time must maintain *a minimum* of ten credits or more per session.

A part-time student constitutes 2-5 courses per quarter. The maximum time frame allowable for a part time student to complete the program is 15 quarters.

Students that take individual courses can transfer at any time to the full-time or part-time massage therapy program. At that time, the completion timeframe goes into effect and is based on 150% of the *remaining* credits/quarters required to graduate.

A student who does *not complete the program within the required time frame* will not be eligible to receive their certificate of graduation or their transcripts necessary to register for the National Certification Examination. Extenuating circumstances will be reviewed by Administration.

To graduate from Renaissance College a student must:

- Successfully complete the massage program with the minimum satisfactory GPA of 2.0 or a C grade average.
- Maintain minimum attendance of 100%.
- Pass the comprehensive final exam with a minimum score of 70%.

A student not completing all clinic hours by the time of graduation will be required to pay $200. The date on the certificate of graduation will be the date of the last massage completed.

Upon successful completion of the Massage Therapy Program a Certificate of Graduation will be awarded for Renaissance College-Massage Program. Two copies of their official student transcript and two additional copies of their Certificate of Graduation will be provided to graduates, free of charge for licensing purposes. Additional copies will be provided for $5.00 each. The first transcript is free to students transferring to another school.

Withholding transcripts and diplomas
Transcripts and diplomas will not be issued for students who have any outstanding account balances. Any monies owing from supplies, books or tuition must be satisfied.

Graduating with Honors
The following are awarded to those students who qualify by maintaining:
Outstanding Academic Achievement: a GPA of 4.0 in all course work.

Perfect Attendance: students who have never been absent, tardy or left early from any class.

Licensing Application Testing and Licensure

Licensing Certification Board for
Therapuetic Massage and Bodywork
8201 Greensboro Dr Suite 300
McLean, VA 22102
1-800-296-0664
(703) 610-9015
Federation of State Massage Board
www.fsmtb.org
or contact coordinator mblex@fsmtb.org
1-866-962-3926
UTAH MASSAGE LICENSE
Division of Occupational and Professional

Licensing (DOPL)
Heber & Wells Bld. Main Level
160 East 300 South
Salt Lake City, UT
P.O. Box 146741, SLC, Utah 84114 -6741
(801) 530-6628
Fax (801) 530-6511

1. Download Utah Laws booklet at https://www.prometric.com/utah
2. Get *two* copies of fingerprints (available free of charge at Bountiful and Woods Cross police depts.)
3. Pass the National Massage Exam
4. School diploma and grades
5. $100.00 fee

When graduate has proof of passing the National Certification Exam, graduate may then present him/herself for permanent license (renewed every 2 yrs for a $60 fee).
Renaissance College does not guarantee that students will pass the National Certification Exam for licensure. Our courses are designed to prepare student for licensure based upon the student's individual academic performance.

1st quarter students practicing Swedish Massage.

Finances

Total cost of Program:

Cost of Attendance:

Students enrolling in the Massage Program are responsible for the expenses of tuition, handouts, two clinic shirts, and lotion. Any other supplies needed for student's studies can be provided by the school or purchased by students outside the school. The payment option the student selects from the enrollment agreement will determine when their payments are due. All payments are due by no later than the fifth (5th) of the month. In the event the due date is on a weekend or a holiday, tuition payments are due the last business day ***prior*** to the fifth (5th). Late payments will result in a $25.00 late charge and $5.00 a day after that. Any account fallen 45 days behind will result in student suspension until their past due status is brought current, at which time the student will be allowed to make up course work and attendance through permission of the instructor, or wait until specific courses are offered again on their course cycle. Renaissance accepts payments in the form of credit card, (all credit cards will be added an additional 2.75% fee) cash and personal or cashier's check. Any personal check returned will be charged a $25.00 returned check fee.

REGISTRATION FEES
A $100.00 non-refundable registration fee will be required upon registration for the program.

Tuition
The cost of **tuition** for the entire Therapeutic Massage Program is $11,500.00
*Does not include Textbooks, Table, Handouts, Lotion, or shirts.

PAYMENT PLANS
For the convenience of our students there are **two payment options** as follows:

Two-Payment Plan: (tuition only)
Students may wish to divide the payment of tuition into two installments in which case $6,631.00 is due prior to or on the first day

of the program. The second payment of $6,631.00 is due prior to or on the first day of the fifth month of the program. All payments are considered late at the end of business on the fifth of the month the payment is due. All late accounts will be charged a fee of $25.00 and 1% Finance Charge on remaining balance.

Quarter Payment Plan: Students may pay at the beginning of each quarter $3,315.00 for four quarters.

Monthly Payment Plan: (applies to tuition only.)
For students wishing to take advantage of our monthly payment plan $1,327.00 is due on the first day of each month for ten consecutive months. Payment must be received by the fifth of the month, or the account is considered late in which case a $25.00 late fee will be charged.

Individual Course Plan:
For students wishing to pay for individual courses the cost is $300.00 for each course taken during the 10 week quarter. Payment is due at the beginning of each quarter.

Financial Aid Payment:
Students who qualify for financial aid will be processed by our Financial Aid Officer. Please set up an appointment to apply for financial aid to see what loans and grants that you are eligible.

Renaissance does not endorse any private or public entity for loaning purposes.

SUPPLIES
Some supplies are *not* covered as part of the student's tuition. Students will be required to purchase their own massage table from a supplier of their choice, or this can be ordered through the school. We currently order EarthLite Tables. Students will use their own lotion tube while in clinic.

Supply Price List
(These prices are current as of this printing.)

Products

Essential Oils	$70.00/packet
Massage Lotion	$10/tube *and $60/gallon *
Po Sum On Oil	$ 12.00/30 ml
Meridian Charts	$ 12.00 Set

Equipment

Spinal Touch board	$ 45.00
Gown	$ 20.00
Hip Adjusters (optional)	$ 45.00
Cushions (Pregnancy)	$479.00
Plumb Line (optional)	$ 12.00
EarthLite Table package	$702.00

Clinic Uniform

Two massage shirts	$50.00 *
Gown (optional)	$18.00

Supplies Total: **Approx. $1,535.00** (plus tax)

* These items are required. Taxes are applicable for all supplies and books. (Range depends on student's choice of equipment and optional purchases.)

TEXTBOOKS
Textbooks are *not* furnished as part of the tuition. The approximate cost of textbooks is $758.00 (subject to change). I-Pad included in Tuition with syllabus given on Drop Box. If a student withdraws from Renaissance they are responsible to pay for the I-Pad ($400.00). Additional resource books of students' choice will be of value for their own learning enhancement. Add tax where applicable. Books purchased by students from Renaissance, are required to be paid for before quarter begins.

*Books are non-refundable

Required Course Texts:
Posted at the back of catalog.

Course Policies

What to bring to class
For hands-on courses you must bring two clean single sheets and one pillowcase or hand towel.

Bring sheets and towels to all hands on courses unless otherwise specified. Bring the appropriate manual and/or text for each course.

Oils and massage creams will be furnished to students for class and clinic only. Students will be expected to purchase their own lotion and oils for personal practice. Lotion and tube of lotion are included in the price of required items. These will be passed out or purchased during the 2nd week of 1st quarter.

Cancellation Policy
All students attending the school for the first time who withdraw on or before the third week of the course are subject to tuition refund requirements as defined by the Higher Education Amendments of 1992 and by regulation (CFR 668.22). Our compliance of this policy is contained in our enrollment agreement.

A first time student is any student who has not previously attended our full program offered at Renaissance and student attends more than 30 days of our program. A student remains a first time student until the student either withdraws or completes the period of enrollment for which the student has paid the appropriate fees.

If Renaissance does not accept an applicant for enrollment, all monies paid to Renaissance shall be refunded.
Applicants who cancel their application ***within*** three (3) business days of signing an enrollment agreement, and prior to beginning any courses, will receive a refund of all monies paid to Renaissance, excluding the registration fee.

Applicants who cancel ***after*** three (3) business days of the signing date of the enrollment agreement, but prior to beginning any courses, will be refunded all monies paid to Renaissance, less the $100 registration fee.

Applicants who have registered without taking an introductory tour of the school (example: student registers from out of state) may cancel their application within three (3) business days after the regularly scheduled first day of the program, or upon their first tour of Renaissance's facility, whichever occurs first, and receive a refund of all monies paid to Renaissance, excluding the registration fee.

Refund Policy
A. Renaissance College provides for a three-business-day cooling-off period. This period commences with the day this enrollment agreement is signed or an initial deposit or payment toward tuition and fees of the institution is made. This period terminates at midnight of the third business day following such date or from the date that the student first visits the institution, whichever is later, during which time this contract may be rescinded and monies refunded. Evidence of personal appearance at the institution or receipt of a written statement of withdrawal for delivery by mail or other means shall be deemed as meeting the

terms of the cooling-off period. Renaissance is entitled to retain the $100 registration fee.

B. Termination can be made by the purchaser if the student is under legal age. Termination by Renaissance College will be considered to have occurred no later than fourteen consecutive days after the last date of academically-related activity, which may include lecture, hands-on practice, or examinations.

C. After the three-business-day cooling-off period and a student choosing to withdraw, a withdrawal form must be filled out and given to the Administrative Director.

The Director approves the withdrawal or dismissed student's form. The withdrawn or dismissed student shall be refunded, within thirty days of his/her discontinuing the program at the Renaissance College, a percentage of all tuition paid over and above the non-refundable registration fee. 1. Lotion not used. ($70.00) 2. Shirts not used ($50.00). Student's financial obligation to Renaissance must be satisfied prior to a refund to the student. The balance due to the student, over and above the non-refundable registration fee will be calculated using the following schedule:

Refunds/Tuition Adjustments

The refund policies for those who withdraw from our program are as follows:

- 90% of the program's tuition returned if the student withdraws within the first 10% of the program
- 80% of the program's tuition returned if the student withdraws within 20% of the program
- 70% of the program's tuition returned if the student withdraws within 30% of the program
- 60% of the program's tuition returned if the student withdraws within 40% of the program
- 50% of the program's time, there is no refund applicable after this percentage of time has elapsed.
- Order of Return of Title IV money

A school must return Title IV funds to the programs from which the student received aid during the payment period or period of enrollment as applicable, in the following order, up to the net amount disbursed from each source: ◆ Unsubsidized Direct Loans (other than Direct PLUS Loans) ◆ Subsidized Direct Loans ◆ Federal Perkins Loans ◆ Direct PLUS Loans ◆ Federal Pell Grants for which a Return is required

Procedures for Calculating and Return Title IV Funds

1. A student officially or unofficially withdraws from school.

Date of determination

If an official withdrawal: The student's withdrawal date or date the student notified school of withdrawal.

If an unofficial withdrawal: The date the school became aware that the student ceased attending.

The College is *required* to take attendance: Date of determination on an unofficial withdrawal should be no later than that students stops attending.

If, during a 14-day period, student verifies he/she plans to return, Renaissance should not consider the student withdrawn at that time.

2. On the day that the school becomes aware that a student withdrew (either officially or unofficially) immediately determine the student's last day of attendance.

Note: If the student completes more than 60% of the massage program, 100% of the student's assistance is considered earned and no federal funds need to be returned. If the student withdraws before completing more

than 60% then Renaissance Collegel must return any unearned portion of the Title IV funds as calculated on the federal return worksheet and the student will be required to pay out of own pocket, any remaining balance owed to Renaissance College. The **Exclude scheduled breaks of 5 or more days*

4. Clock-hour students –USE THE WORKSHEET SPECIFICALLY FOR CLOCK HOUR PROGRAMS:

5. The student needs to know that he or she will be responsible for any monies owed to Renaissance College - Massage Program. Student is responsible to bring account current at Renaissance.

Students on leave of absence who are scheduled to return but fail to do so will have their return date as their termination date.

This refund policy applies for both Withdrawn and Dismissed students.

Refund Timeline and Allocation of Refund
The College will make refunds within ***30 calendar days*** of the date the student officially withdraws in accordance with Renaissance's withdrawal procedures.

Student Guidelines

The following information outlines what is expected of our students regarding their conduct while at our school.
Renaissance is a safe and nurturing place for students, instructors, and staff. The instructors at Renaissance are professionals who take time out of their busy schedules to work with our students. Be prepared for class with materials for that course. Required books must be purchased and brought to the first class of the course. Appreciate your instructors by being on time, giving them your full attention, and by being alert, awake, and aware. Don't let "already knowing" get in the way of your learning process.

Recognize that you are acquiring courses to learn a profession that will support you for the rest of your life. You must be in class fully alert and aware in order to learn the material. For lecture courses, you must be sitting in a chair at a lecture table or desk. Hands-on courses require full participation. You will be learning theory, methods, and hands-on techniques presented by instructors who practice what they teach. You as a student must practice what you learn, *as* you learn, in order to gain full benefit of the information and techniques. Practice forms are located at the end of each syllabus of hands-on courses. Each week the student will be required to practice on two people the techniques learned in class that week. These forms are handed in the following week and then returned at the end of each quarter.
We at Renaissance recognize that our students have many life demands (families, work, and so forth) to balance and the challenge of learning a new profession can be an enormous undertaking. We invite our students to recognize that although intense, the program is designed to be of short duration (less than a year). While here, there is great value in making this intensive educational experience a priority. We also invite our students to be aware that in order to assimilate all that is required of them; they need to make time necessary for personal study.
Students will receive a student handbook, books and class schedule for the first quarter

on the date of their orientation. This is held on the Thursday before the quarter begins at 6:00 p.m. The orientation lasts one hour; we encourage all to attend.

Classroom Protocol
Our classrooms are used for lecture, hands-on learning, and at times for student clinic massage. It is important that each time a classroom is used that it be restored to neutral, that is, all equipment used be returned to its place.

Wash off massage tables and headrests at the end of the hands-on course period or student clinic. Use the disinfectant wipes provided in the classroom. Make sure all lotions and oils are returned to the storage cabinet. If you are the last to use the room, please turn off all lights.

Conflict of Interest
No advertising or marketing in school or during class time. The classroom is not a market place for students' goods and services. Only practice the hands-on techniques that have been presented in Renaissance courses. Do not use other hands-on techniques that you have learned outside Renaissance.

Guest and Phone Policy
Students are not permitted to bring guests to class without prior permission granted by the instructor.

There is a courtesy phone available to students in the office. Calls are to be limited to three minutes only. Students are not to answer incoming calls. If another call comes while student is on the phone, student must give phone to staff or secretary to answer call. **Students are required to keep cellular phones turned off during class time.**

Food Policy
Open containers are not allowed in classrooms. Food items can be in the classroom, but eating **is prohibited during class time.** A picnic table is provided for eating during class times breaks, and in the break between classes. We encourage the students to have water with them at all times. Clean up of the area after eating is required.

Laws Relating to Students
Treatment of Disease: Students are not to diagnose or treat disease.

Misrepresentation: Students are prohibited from holding themselves out as a "Licensed Massage Therapist", "LMT" or "Massage Therapist". Students are required to accurately represent their competence, education, training, and experience to the client such as "Student Practitioner of Massage Therapy", "Student of Massage Therapy", or "Massage Therapy Student".

Safe Guards
Listed by the sink are the hazardous chemicals Renaissance uses and safety precautions. Fire Arms will not be permitted on the premises. Students are to be aware of blood borne and infectious diseases through the course taught with CPR. In clinic, precautions are taken. Any client or student infected, please report to front desk and staff will take measures to clean infected area.

Student Behavioral Codes
Drugs & Alcohol
The use of drugs, alcohol, and cigarettes are strictly forbidden while on school property. Renaissance College adheres strictly to the Drug-Free Workplace Act of 1988 and the Drug Free Schools and Communities Act (P.L. 101-266). It is strictly prohibited to unlawfully manufacture, distribute,

dispense, possess, or use any intoxicating beverage or illicit drugs while on school premises.
Attending school or clinic under the influence of alcohol or an illicit drug is also prohibited, and will result in expulsion from the school and may be reported to the City Police Department if necessary. Any student struggling with drug or alcohol abuse can contact the Drug Free Workplace Helpline: 1-800-967-5752.
Renaissance will conduct a biannual report for all students, staff and administers concerning the dangers of using drugs.

STUDENTS ARE NOT TO MASSAGE CLIENTS OUTSIDE OF THE COLLEGE. THIS IS AGAINST THE ETHICS OF THE STATE. MASSAGING CLIENTS OUTSIDE OF SCHOOL MAY ADVERSELY AFFECT THE STUDENT'S LICENSURE PROCESS.

Professional Speech and Language
Please monitor your speech in the classroom. Be aware of possible sexual innuendos in your conversation.

Swearing or other unacceptable language is not permitted. Practice speaking like a professional therapist while attending classes and other school sponsored activities.

Students will be expelled from school for "Unprofessional Conduct." This includes engaging in any lewd, indecent, obscene, or unlawful behavior while enrolled at Renaissance College – Massage Program.

At Renaissance, we are committed to maintaining a safe and wholesome work environment and learning atmosphere for our staff, faculty, and students. In accordance with our drug and alcohol policy, and our strict adherence to professional conduct, we therefore state that no forms of sexual harassment will be tolerated on school premises. Examples of sexual harassment include, but are not limited to the following behaviors:

- Disparaging remarks about ones gender.
- Verbal sexual abuse disguised as humor.
- Whistling.
- Obscene gestures.
- Sexual innuendos.
- Sexual remarks about a person's body or clothing.
- Sexual stereotyping.
- Offensive sexual graffiti.
- Eliciting information about a person's sexual activity.
- Subtle or demanding behavior for sexual favors.
- Physical aggression, pinching, patting, unnecessary brushing or touching.

No selling of drugs on or off campus. Anyone convicted for selling or in possession of a controlled substance, will lose eligibility for Title IV funding.

Sexual harassment is misconduct, which undermines relationships, debilitates morale, and interferes with the productivity and well being of those involved. Sexual harassment is banned by Title VII of the 1964 Civil Rights Act and Title IX of the Educational Amendments of 1972. The Utah Anti-discrimination Act, along with various other statutes, constitutional provisions, and common law causes of action, prohibit sexual harassment and unprofessional conduct. It is our policy to enforce these laws to their fullest extent with regard to our faculty, staff and students.

Students who believe they have been sexually harassed should report the matter to their instructor or a member of the administration. Anyone found guilty of this

behavior will be expelled from the program and subject to State and local laws.
All students seeking a state license to practice as a Massage Therapist need to become familiar with the Utah Division of Occupational and Professional Licensing Act, Title 58, Chapter 1, Part 5. (This Act will be taught in our Business course).
Students will be held responsible for the information contained in the portion titled, "Unlawful/Unprofessional Conduct."
Students may be expelled immediately if school administrators determine that they were involved in "unlawful" or "unprofessional" conduct in accordance with Title 58, Chapter 1, Part 5.

Dress Code
Students are expected and required to conduct themselves professionally at all times. No tank tops or short shorts are allowed at school.
Students are required to wear the school shirt and long pants during clinic hours.

Rock Therapy is one of the many modalities students learn at Renaissance.

Dismissal Policies

Students found in violation of school policies described in the Student Guidelines section of this catalog may be **expelled or termination**. Explanation of policy: Renaissance has the right to EXPEL any student for any of the following:

- Cheating, stealing, or vandalizing.
- Failure to comply with the school drug policy.
- Failure to comply with the schools behavioral code.
- Falling 45 days behind on their agreed financial arrangement.

The Student's file is placed in an inactive status and student is not permitted into the school for any reason without prior authorization from the administrator.

Student Appeals Policy

All students have the right to appeal a decision made by the Administration regarding their termination. In the event the student exercises their right to appeal, the students file becomes the responsibility of an Appeals Body comprised of one faculty member and two members of the Advisory board. The student remains in an active status while his/her appeal is pending. *The student has the burden of demonstrating on appeal that the Administration's decision was erroneous.*

The Appeals Body has no authority concerning the reasonableness of the action regarding the student. It can only affirm the prior decision of the Administration or remand the case to the Administration for further consideration. The Appeals Body may make recommendations to the Administration in its report to the Administration. It cannot overturn the prior decision of the Administration.
In the event the Administration has determined the student will be expelled, the

following steps are taken:

a. **Notification**. The Administration will send to the student, within 15 days following its action, its *written* findings and reasons forming the basis for its action (probation or expulsion)**.** If Students wish to appeal the negative determination of satisfactory progress, they should refer to the appeals process.

b. **Request for Appeal and Written Grounds for Appeal.** The student may appeal the action of the Administration by submitting a written appeal request to the Administration within ten (10) calendar days of receipt of the statement of findings and reasons. *The student must file a complete written statement* of the grounds for its appeal based on the Administrations findings and reasons, within 21 calendar days after receipt of the action.

c. **Appeals Panel Selection; Processing the Appeal.** The three-member Appeals Panel shall consist of two members of the Advisory Board and one member of the Renaissance instructing staff. The Appeals panel shall be randomly drawn from the members of the Advisory Board and Renaissance instructing staff.

d. **Logistical Procedures.** The Administration shall forward the file of materials to each member of the Appeals Panel. The file will include the student's written grounds for appeal and the material upon which the Administration based its decision for expulsion. The Administration will establish a date for the appeal at the earliest practical time.

e. **Hearing of the Appeal.** The Appeals Body will meet at a time and place selected to permit the student to make his/her appeal, allowing sufficient time for presentations, deliberations, and a forwarding of a report to the Administration. The student, at his/her option and expense, has the right to the presence of counsel or other representatives at the hearing.

f. **Consideration and Decision of the Appeal.**
The consideration of the appeal will be based upon the Administration's written findings and reasons related to the action, the student's written response detailing grounds for appeal, and relevant supportive documents. Ordinarily, the Appeals Panel may consider only evidence previously submitted to and considered by the Administration. The student may submit evidence not previously considered by the Administration at the time it files material in support of its appeal. Any such new evidence must be identified and must be accompanied by a demonstration that the new evidence relates to:

1. Any aspect of the Administration's determination that relied on issues or evidence which the student had not had an opportunity, in advance of the Administration's action, to make his/her position known; or

2. Facts which were in existence at the time of the action and were relevant to any basis for the Administration's action, but were not presented to the Administration because of mistake or misunderstanding by the student, and which have subsequently come to the attention of the student.

The Appeals Panel will decide whether new evidence submitted should be considered in accordance with the requirements set forth above.
If new evidence is submitted to the Appeals Panel and the Panel determines

that such evidence suggests that the Administration's decision should be reconsidered, or if the Appeals Panel otherwise determines that reconsideration is warranted, the Appeals Panel may remand the matter for further Administration consideration and action. (Remember, the Appeals Panel does *not* have authority to overturn an Administrative decision, they may only recommend the Administration reconsider their decision based on written documentation presented at the appeals hearing.)

g. **Administration Receipt of Appeals Body Decision.** The Appeals Panel will submit a written report to the Administration based on its review either supporting the original action or recommending further consideration by the Administration.

h. **Administration Consideration** The report will then be considered and acted upon by the Administration. One of two possibilities will occur, **1.** The original Administration action that prompted the appeal will be considered effective and final if the Appeals Panel acts to affirm the decision made previously by the Administration **2.** The original Administrative action that prompted the appeal will be reconsidered and reversed by the Administration.

i. **Notification.** The Administration will provide the student a written decision on the appeal, either executing the original suspension/expulsion or reinstating student to full active status

Student Services

Student Grievance

At Renaissance, the concerns of our students are very important. Students are to write their grievances on the forms that they can receive from the secretary. Student can take the written form to the Administration, or, if the student prefers, he/she can take them to an instructor who would then take the students grievance to the Administration. The Administration has the Advisory Board available for discussion and help in resolving any concerns students may encounter. Our Administration is very accessible and their concerns are respected and addressed as soon as possible.
Students may contact:
ABHES @ 703-917-9503
Division of Consumer Protection @ 801-530-6601
Division of Occupational Licensing @ 801-530-6628

Facility and Equipment

The Renaissance College-Massage Program is located off of 5th West in Bountiful. We are just east of I-15 and very accessible to students who may be traveling from nearby communities. Parking is available to the west of our entrance. We are currently able to accommodate 8 students comfortably per class group. We have four massage rooms, three are used as classrooms.
We are looking forward to expanding in the future to meet the demands and needs of our school as it grows. Our equipment consists of massage tables, pregnancy cushions, bolsters, two spinal touch boards, plumb lines and CD players for each therapy room. We also have folding tables and chairs for lecture courses, as well as four white boards, two televisions, one VCR, small fridge, and one microwave.

All of our facilities are readily accessible for handicapped students.

We also offer our students a resource center containing books that can be checked out, flash cards on bones and muscles, standing skeleton, individual bone parts, and body system parts, VHS tapes, a computer, internet, printer and copy machine. Black and white copies may be made for 10 cents each. Color copies are $1.00 each.
The internet is to be used for research only. It is not to be used for accessing personal e-mail or non-school related research. Prices for pages printed from the internet are considered copies and are subject to prices listed above

Student Clinic
Students maintain client records in the student clinic and upon graduation are given all of their client files, thereby assisting them, if they desire, to build their own practice. 107 hours of clinic internship is required.

Safety Evacuations
Safety evacuation drills will be held once a quarter during class time only, to ensure all new students are aware of the exact process. Instructors will be responsible for taking attendance after the evacuation. Signs of the evacuation plans will be posted in each room. Evacuations will occur out the front door and we will meet across the street in the parking lot, to account for all students. In case of a fire, during student clinic, the therapist is responsible for the safety and evacuation of their client; and this is accomplished by ensuring that they are wrapped in the sheets, and immediately escorted out of the front door to the meeting place across the street.

Tutoring

Our Educational Director coordinates tutoring. The Educational Director tracks student progress when a student has been referred by an instructor for tutoring and recommends a tutor. If instructors, students and the Director of Education agree that the student requires tutoring, private tutoring is available for $30.00 an hour. Military students will be tutored free of charge.

Scholarships
Renaissance currently provides scholarships for newly graduating High School students and hardship cases and Military students. Interested individuals should make an appointment for an interview with the Enrollment Director for details.

Placement Services
Renaissance is very interested in the successful completion and attaining of career objectives of every student who enrolls in and graduates from our Massage Program. Therefore, Renaissance College provides placement counseling and guidance to graduating students. We are dedicated to preparing graduates who will meet their career objectives in massage therapy, therefore every graduate will be given a copy of his/her clinic client files upon graduation to assist them as they build a private massage therapy practice. Renaissance encourages students to take the national exam right after graduation to prepare students for immediate employment. Renaissance is able, through our placement program, to assist and track each of our graduates' progress. All placements are tracked by the scheduled graduation date, this permits us to look ahead and prepare for the needs of the graduating students and prospective employers. Documentation is required of every graduate for our placement records with information consisting of:

- Name of Student
- Graduation Date

- National Licensing Date
- Employer Name
- Address, Telephone
- Contact Person
- Employment Start Date
- Job title and/or description of placement

This information permits us to maintain contact with the graduate and if necessary, to continue assisting them with their massage therapy career. All students may go to www.renaissancecollege.edu and click onto the placement services.
(Renaissance does not guarantee employment.)

Course Evaluation

Our students provide input to courses and instructors each session by completing course evaluation forms after each course completion. Forms are anonymous and kept in instructor's permanent files.

Student Evaluations

Students are interviewed by a member of the Administrative Staff at the end of the second week of class during first quarter and at the end of first and second quarters. Clinic interviews will be held at the end of 3rd quarter and 4th quarter. Before students graduate, there will be an exit interview. Thirty days after graduation there will be a follow-up interview and school survey for all graduates. The purpose of these interviews is to ensure our students are satisfied, and allows the students to express their concerns and have their concerns addressed. Another purpose is to see if students are licensed and employed, or if they need help in becoming licensed or employed.

Suggestions from Students

A suggestion box is located in the office for students who wish to make comments regarding any aspect of the school. It is not necessary for students to sign the comment form; however, it is necessary if a response is expected.

Students are given every opportunity to perfect their skills.

Student Records and Disclosure Procedures

Permanent files are kept for all students. Files contain transcripts and graduation records. Information contained in student files is considered confidential and shall not be released to other individuals or organization unless written consent from the student is obtained. A $5.00 fee will be charged for additional copies.
The following exceptions for disclosure of records will be allowed. Information can and will be released to the following entities:

- Adult students or their legal guardian
- Renaissance staff officials who have legitimate educational need of records and/or educational evaluation of our institution
- Other schools upon request for enrollment purposes of that institution, national accrediting boards and/or organizations for the purpose of accreditation or certification and judicial courts of law upon lawful request.

Incident Report Forms

Incident or Complaint Report Forms are available in the office for student who wishes to document a situation and bring it to the attention of Renaissance's

administration. Completed *Incident Report Forms* are forwarded to the Education Coordinator for review. Please note that *Incident Report Forms* are used for documentation purposes only; they are not used to file formal complaints. *Complaint Report Forms* will be used to file a formal complaint with the staff and possibly the Advisory Board. Please refer to the section on Grievance Procedures for more information.

Hour Transfer Policy

Renaissance College accepts transfer hours from other institutions, according to the following guidelines:
Renaissance College will honor transfer hours from other institutions on the following conditions: that the course has equal clock hours of vocational training for licensure in the field of massage therapy from an accredited university or equivalent institutions.

Transcripts, certificate of completion, syllabi, or description of course, will be required.

Students will be credited $10.00 for each clock hour of completed work from other accredited institutions. *Courses taught by other licensed professionals are non-transferable.*
The transcript, course description, syllabi, or other documentation must support a similar length and 20 hour course content to the course for which transfer is requested. Maximum allowed transfer is 225 hours which is 25% of the Renaissance Program. In the case of military transfer students we accept all hours of courses that transfer over without limit. Students will take the School Final in the courses getting transfer credits.

When a student's is wanting to license in Utah and has taken the national exam. They must have graduated from an accredited school. The hours received on their transcript will be applied to our 900 hour program. Each 20 hour course the student will be charged $300.00.

Students receiving transfer credit will be given a grade of (T) transfer for their work. Transfer students will be responsible financially for courses received at Renaissance. The cost is $300.00 per course. Transfer students will also be charged a one time, $100.00 registration fee.

We love our students!

Rebirth
New Life
All Nations
Cultures
People
Healing Self
Country
World

Welcome to Renaissance College-Massage Program.
We look forward to encouraging your success as you learn the healing arts of massage therapy and thank you for continuing to bless the lives of so many others!

LIST OF REQUIRED TEXT

List updated as of October 1, 2017

1st Quarter Books
Class begins January 2, 2018

Course: Anatomy: Bones and Muscles; Anatomy: Systems
Title: ***Structure and Function of the Human Body 11th Edition***
Authors: Memmler's
Publisher: Barbara Janson Cohen, Ba, MSEd & Kerry L. Hull, BSc, PhD 2015
Price: $63.99 **Tax:** $4.22 **Total:** **$68.21**
ISBN: 978-1-4963-1772-8

Course: Anatomy: Bones and Muscles; Anatomy: Systems
Title: ***Structure and Function of the Human Body Study Guide 11th Edition***
Authors: Memmler's
Publisher: Kerry L. Hull & Barbara Janson Cohen 2015
Price: $37.99**Tax:** $2.51 **Total:** **$40.50**
ISBN: 978-1-4963-1774-2

Course: Pathology I - Bones and Muscles; Pathology: Systems
Title: ***A Massage Therapist's Guide to Pathology: Sixth Edition***
Author: Ruth Werner
Publisher: Lippincott Williams & Wilkins 2012
Price: $78.99 **Tax:** $5.21 **Total:** **$84.20**
ISBN: 978-149-631-088

Course: Meridians; Touch for Health
Title: ***Touch for Health***
Author: John Thie, D.C. & Matthew Thie, M.Ed
Publisher: DeVorss & Company, Marina del Ray, CA 2008
Price: $45.95 **Tax:** $3.03 **Total:** **$48.98**
ISBN: 978-087-516-8715

Course: Swedish massage

Title: Tappan's Handbook of Healing Massage Techniques 6th Edition
Author: Patricia J. Benjamin
Publisher: Pearson
Price: $111.60 **Tax:** $7.37 **Total:** $118.97
ISBN: 978-0134082691

Course: Swedish massage
Title: ***Body Mechanics for Manual Therapists; a Functional Approach to Self-Care***
3rd Edition
Author: Barbara Frye
Publisher: Lippincott Williams & Wilkins 2010
ISBN: 978-0781774833
Price: $58.99 **Tax:** $3.89 Total**: $62.88**

Course: Business Law and Ethics
Title: ***Massage: A Career at Your Fingertips***
Author: Martin Ashley, J.D., L.M.T.
Publisher: Enterprise Publishing
Price: $25.95 **Tax:** $1.71 Total**: $27.66**
ISBN: 0964466244

Course: Anatomy: Bones and Muscles: Anatomy: Muscle Interaction
Title: ***Illustrated Essentials of Musculoskeletal Anatomy Fifth Edition***
Authors: Kay W Sieg, PH, D., OTR/Sandra P Adams, PH. D., OTR
Publisher: Megabooks Inc, Gainesville, FL. 2010
Price: $32.00 **Tax:** $2.11 Total**: $34.11**
ISBN: 978-0935157079

Course: Anatomy I: Bones and Muscles; Anatomy: Systems; Anatomy: Study of the Spine; Anatomy: Muscle Interaction
Title: ***Trail Guide to the Body- Fifth Edition***
Author: Andrew Biel
Publisher: Books of Discovery Boulder, CO. 2010
Price: $66.95 **Tax:** $4.42 **Total: $71.37**
ISBN: 978-0-982978658

Course: Anatomy I: Bones and Muscles; Anatomy: Systems; Anatomy: Study of the Spine; Anatomy: Muscle Interaction
Title: ***Trail Guide to the Body - Study Guide- Fourth Edition***
Author: Andrew Biel
Publisher: Books of Discovery Boulder, CO. 2010
Price: $26.95 **Tax:** $1.78 **Total: $28.73**
ISBN: 978-098-297-8665

Books: $549.36 Tax: $36.26 Total: $585.62

Recommended:

Course: Cranial I
Title: ***Your Inner Physician and you***
Author: John E. Upledger, D.O.,O.M.M.
Publisher: North Atlantic Books Berkeley, CA
Price: $16.00 Tax: $1.02 Total: $17.02
ISBN: 978-1-55643-246-0

2nd Quarter Books
Classes Begin March 12, 2018

Course: Reflexology
Title: ***Feet First***
Author: *Laura Norman*
Publisher: Simon & Schuster
Price: $18.95 **Tax:** $1.25 **Total: $20.20**
ISBN: 671-63412-7

Course: Trigger Point
Title: ***The Trigger Point Therapy Myofascial Pain***
Author: Donna and Steven Finando
Publisher: Healing Arts Press
Price: $19.95 **Tax:** $1.32 **Total: $21.27**
ISBN: 978-1594770548

Course: Essential Oils
Title: ***Aromatherapy for Massage Practitioners***
Author: Ingrid Martin
Publisher: Lippincott, Williams, Wilkins 2007
Price: $52.99 **Tax:** $3.50 **Total: $56.49**
ISBN: 978-07817-53456

Books: $91.89 Tax: $6.06 Total: $97.95

Recommended:

Title: ***The Complete Book of Essential Oils and Aromatherapy***
Author: Valerie N. Worwood
Publisher: New World Library
ISBN: 0-931432-82-0

3rd Quarter Books
Classes Begin June 4, 2018

Course: Integrative Cranial SER

Title: ***Chakras for Beginners***
Authors: David Pond
Publisher: Llewellyn Worldwide Publishers 2003
Price: **$13.99** **Tax:** **$0.92** **Total:** **$14.91**
ISBN: 1-56718-537-1

Course: Deep Tissue
Title: ***Deep Tissue Massage: A Visual Guide to Techniques***
Author: Art Riggs
Publisher: North Atlantic Books
Price: **$32.95** **Tax:** **$2.17** **Total:** **$35.23**
ISBN: 978-1-55643-650-5

Books: **$46.94** **Tax:** **$3.10** **Total:** **$50.04**

4th Quarter Books
Classes Begin September 10, 2017

Course: National Exam
Title: ***Plain and Simple Guide to Therapeutic Massage & Bodywork Examination 2nd edition***
Author: Laura Allen
Publisher: Lippincott, Williams & Wilkins 2006
Price: $58.99 **Tax**: $3.89 **Total:** **$62.88**
ISBN: 149-633-2253

Course: Sports Massage
Title: Therapeutic Massage in Athletics
Author: Pat Archer
Publisher: Lippincott Williams & Wilkins 2007
Price: $66.99 **Tax:** $4.42 **Total:** **$71.61**
ISBN: 978-0781-742696

Course: Tuina
Title: Renaissance College Recipes for Tuina Treatments
Price: **$20.00**

Books: **$145.98** **Tax:** **$8.31** **Total: 154.29**

Book Total: **$887.90**
Tax: **$53.73**
Total: **$941.63**

Please note that due to circumstances beyond our control, the book prices are subject to change without notice. We will do our best to keep these up to date with current market prices.

Product Purchase Timeline
We provide the following timeline requirements for the purchase of supplies and equipment, regardless of whether or not it is purchased from the school. Prices may change without notice.

Optional:
Flash Cards
Vol I Bones: 978-098-297-8672 $21.95

First Quarter:
Textbooks ($585.62)
Lotion ($83.68)
Meridian Charts ($12.79)

Second Quarter:
Textbooks ($97.95)
Massage Table ($650.00)
Pregnancy cushions ($449.00)*
Essential Oils ($74.62)

Third Quarter:
Textbooks ($50.04)
Two Massage Shirts ($53.30)
Spinal Touch Board (45.00)*
Gown ($18.00)*
Hip Adjusters ($45.00)*
Plumb Line ($9.00)*
Tuina Oil ($12.00)*

Fourth Quarter:
Textbooks ($154.29)

* These items are optional.

Optional Texts:

Title: *Facilitated Stretching*
Author: Robert McAtee/Jeff Charland
Publisher: Human Kinetics 1999

Renaissance College-Massage Program
566 West 1350 South Suites 100
Bountiful, UT. 84010-2835
801-292-8515 Fax 801-295-1916

Enrollment Agreement
Massage Program

Student Name: _____ Date:_____

Address: _____ City: _____ State: ____ Zip:_____

Telephone: _____ Work: _____ Mobile:_____

E-mail:_____ Social Security #:_____

Date of Birth _____ Drivers License # _____ State:___

Enrollment Date _____Part-Time ___ Full-Time ___ Estimated Grad. Date: _____

Nationality: _____

Name of High School, GED or Secondary Education _____
Graduation Date_____
Sign if certificate not available_____

Program Information: Our Program is 900 Hours, 10 months, 41 weeks, 4 quarters, M-F 4 hours a day, Night or Day Courses. Our Massage Program is preparatory for state licensure and National Certification for Massage and Bodywork. Students beginning the program anticipate graduation in 41 weeks. Students are awarded a Certificate of Graduation upon completion of the Program.

Program Expenses	**Amount**
Tuition (1st time National exam fee included- I-Pad 4, CPR Course, if tuition is paid in full upon graduation.)	$11,500.00
Registration Fee (**due upon submission of this agreement)**	$100.00
Renaissance Shirts for student clinic ($25.00 each; 2 required)	$50.00
Lotion	$78.00
Meridian Charts & Oils	$82.00
Base Cost	**$11,810.00**
Additional Expenses	
*Textbooks (may purchase from Renaissance)	$888.00
*Massage Table Package	$702.00
Total Program Cost	**$13,400.00**

*Approximate costs. Does not include tax. Prices may vary

Payment options: (Select one) ____ Monthly Installments ($1,150.00 due the 1st of each month)
Program+ Additional Expenses ____Two installments ($5,750.00 due the 1st and the 6th month)
____ Four ($2,875.00 due the beginning of each quarter)
____ Individual Course $300.00
____ Vocational Rehab, or Veteran Affairs
____ Personal Loan
_____ In-House Renaissance Loan Amount 1st of month $_____
Amount Received with Agreement_____ Type of Payment_____

Registration Fee: _____ ($100.00) Date: _____Type of Payment _____

Monday-Friday 9 am-1 pm or 6-10 pm
Full-time student constitutes 12 hours or more a week. Full-time program is 41 weeks, not to exceed 60 weeks.
Part-time student constitutes 2-10 hours a week.

This quarter starting_____ Projected Graduation Date: _____

*Course schedules are subject to change. Renaissance College - Massage Program reserves the right to cancel courses due to low student enrollment. Enrolled students will be notified and moneys refunded.

Refund Policy

A. Renaissance College - Massage Program provides for a three-business-day cooling-off period. This period commences with the day this enrollment agreement is signed or an initial deposit or payment toward tuition and fees of the institution is made. This period terminated at midnight of the third business day following such date or from the date that the student first visit's the institution, whichever is later, during which time this contract may be rescinded and monies refunded. Evidence of personal appearance at the institution or receipt of a written statement of withdrawal for delivery by mail of other means shall be deemed as meeting the terms of the cooling-off period. Renaissance is entitled to retain the $100.00 registration fee.
B. Termination can be made by the purchaser if the student is under legal age. Termination by Renaissance College - Massage Program will be considered to have occurred no later than seven class days after the last date of academically-related activity, which may include lecture, hands-on practice, or examinations.
C. After the three-business-day cooling-off period and a student wishes to withdraw, a withdrawal form must be filled out and given to the Administrative Director. The Director approves the withdrawal or dismissed students form. The withdrawn or dismissed student shall be refunded, within thirty days of his/her discontinuing the program at the Renaissance College – Massage Program, a percentage of all tuition paid over and above the non-refundable registration fee. Any fees paid by student can be refunded if 1. School Handouts $300.00 not used in course work. (If received by student $20.00 per course) 2. Lotion not used ($70.00) 3. Shirts not used ($50.00). Student's financial obligation to Renaissance must be satisfied prior to any refund (if any). This balance due to the student, over and above the non-refundable registration fee will be calculated using the following schedule.

Refunds/Tuition Adjustments

The refund policies for those who withdraw from our program are as follows:

90% of the program's tuition returned if the student withdraws within the first 10% of the program
80% of the program's tuition returned if the student withdraws within 20% of the program
70% of the program's tuition returned if the student withdraws within 30% of the program
60% of the program's tuition returned if the student withdraws within 40% of the program
50% of the program's timeframe completed, there is no refund applicable.

This refund policy applies for both Withdrawn and Dismissed students. Refunds are made thirty calendar days after the day the student officially withdraws from school.

In the event of cancellation or termination of the Massage Therapy Program, all students currently enrolled will be able to finish the program.

Suspension of Veterans Affairs

_____By initialing, the student asserts that he/she has read and understands the Veterans Affairs policy as described on page 12 of the catalog.

Refund Policy

_____By initialing, the student asserts that he/she had read and understands the refund policy as described on page 19 -20 of the catalog and as described above.

Withdrawal Policy

_____By initialing, the student asserts that he/she has read and understates the withdrawal procedures as described on page 14 of the catalog.

Dismissal Policy

._____By initialing, the student asserts that he/she has read and understand the dismissal policy as described on page 23 of the catalog.

Renaissance College - Massage Program is REGISTERED UNDER THE STATE OF UTAH DEPARTMENT OF COMMERCE, DIVISION OF CONSUMER PROTECTION and in compliance with the POSTSECONDARY PROPRIETARY SCHOOL ACT (Title 13, Chapter 34, Utah Code). Renaissance College – Massage Program is also an accredited institution under ABHES. It is the student's responsibility to determine whether credits or certificates from the institution will transfer to other institutions or meet employers' training requirements. This may be done by calling the employer.

Renaissance College – Massage Program will honor transfer credits from other institutions on the following conditions: that the course has equal in-class hours of vocational training for licensure in the field of massage therapy from an accredited university or equal institution. Transcripts, certificate of completion, syllabi, or description of course, will be required. Course must have been taken within a considerable period before enrollment at Renaissance. Students will be credited $10.00 for each in-class hour of completed work from other institutions up to 25% of our Program or 250 Hours.

CONSUMER PROTECTION ACT

In accordance with the Department of Education's Student Right to Know Act, the following information is made available to you prior to your enrolling at Renaissance College – Massage Program.

In compliance with the DRUG FREE SCHOOLS AND COMMUNITIES ACT, Renaissance College – Massage Program prohibits the use of alcohol or illegal drugs on campus. Students are required to inform the school if they are convicted of any drug abuse charge in federal, state, or local court within five days of conviction.

Grounds for dismissal by Renaissance College

Students found cheating; stealing, vandalizing, failing to comply with the school drug policy or failing to comply with the schools behavioral code can be dismissed.

Conditions for Graduation
In order to graduate, a student is required to:

1. Successfully complete the 900 in-class hours of program material with the minimum satisfactory GPA of 2.0 or 70%.
2. Maintain minimum attendance of 100% with makeup work for hours missed depending on instructors. Courses are for student benefit; hours missed can be made up, either by instructor assignment, hands-on attending clinic, or tutoring for a fee of $30.00. Make-up hour forms are completed by student and instructor.
3. Pass the comprehensive final exam with a minimum score of 70%.

In order for a student to receive his/her certificate of graduation and official transcripts he/she will be required:

1. Pay all tuition, fees and/or fines.
2. Return all resource items.

Graduation with Honors

The following are awarded to those students who qualify:
Outstanding Academic Achievement: for those students who have successfully maintained a GPA of 4.0 in all course work.
Outstanding Attendance Achievement for students who have 100% attendance with no make-up work and no tardiness.

Statement of General Health

Students are required to complete a Statement of General Health form and return it to the office no later than 30 days from the date of signature of this agreement.

Employment Statement

Employment placement services are available to graduates, but Renaissance College – Massage Program does not guarantee employment once the student has graduated.

I, the undersigned, have read, understand and agree to abide by the rules and conditions set forth herein. I acknowledge that I have been given and read a current copy of this Agreement and a current copy of the Renaissance College catalog for my permanent records. I understand that this Agreement is a legally binding contract and I agree to pay the tuition shown on page 1 of this Agreement and further described on page 18 -20 of the catalog. In the even I default on the payment option I have selected on page 1 of this Agreement, I understand that I will be responsible for all attorney fees, legal expenses, and lawful

collection cost, court costs and any and all other expenses in the settlement of this account.

Applicant Signature	Date	Parent of Legal Guardian (if student under 18)	Date

Print Name	Print Name

As the authorized Representative of Renaissance College – Massage Program, I have met with the applicant and certify that in my judgment the applicant meets the requirements and standards of the College and I recommend acceptance. I further state that I have made no verbal statement or promise which is contrary to the terms set forth in this Enrollment Agreement.

Renaissance College Representative Signature	Date

Educational Director	Date

Renaissance College - Massage Program
566 West 1350 South Bountiful, UT 84010-2835
Phone 801-292-8515 Fax 801-295-1916

STATEMENT OF GENERAL HEALTH

In accordance with *Renaissance College - Massage* Program policy, we request a statement of your general health within 30 days of admission to the institution.
Please complete this form and submit it to our office within 30 days of your scheduled start date. This statement will become part of your permanent school record. Thank you for your immediate attention to fulfilling this requirement.

☐ All of my Immunizations are current including hepatitis B.
☐ I have chosen not to be immunized.
Reason: _____

Student Name:_____
(Print)

Signature: _____ Date: _____

School Director: _____
(Signature)

School Name: Renaissance College – Massage Program
Address: 566 W. 1350 S. Suite 100
Bountiful, UT 84010
Phone Number: (801) 292-8515

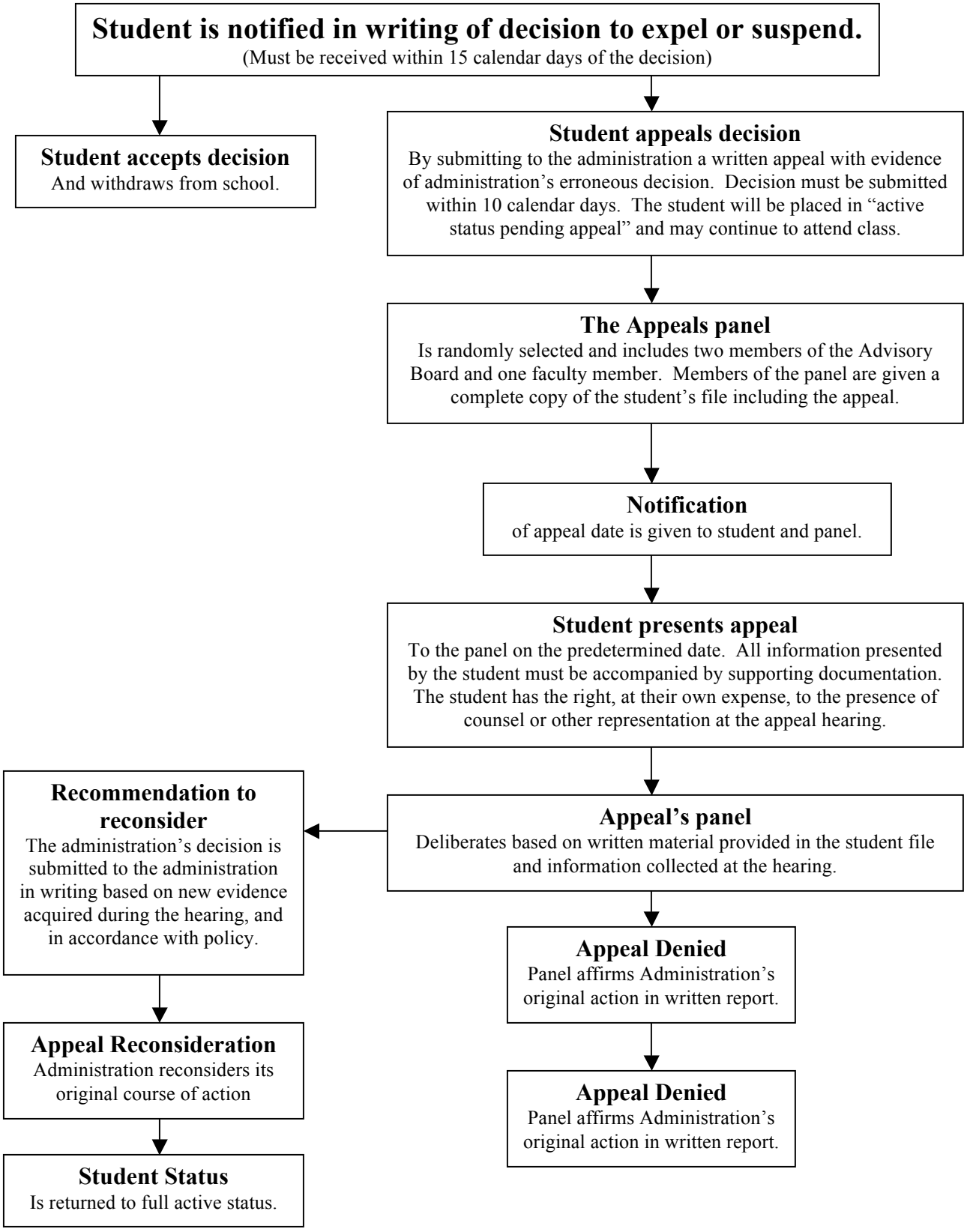
Are there any known physical problems that may affect progress in the educational program or participation in the clinical activities, both as a student and upon graduation?

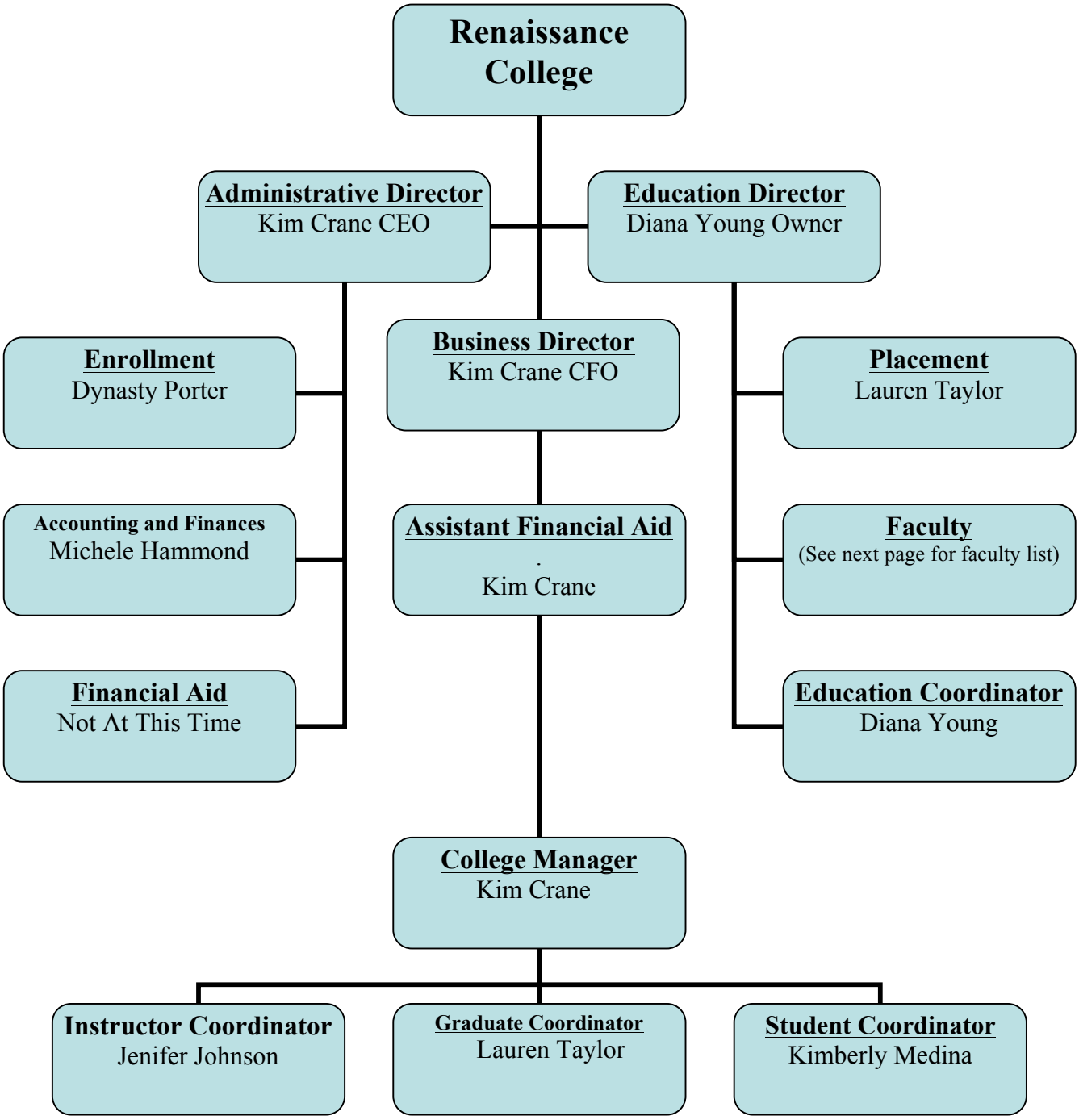
*Yes____ No____ If yes, explain below.*_____
_____
_____

_____
(Student Signature) ***(Date)***

(Signature of Parent or Legal Guardian) ***(Date)***

Student Appeals Process




Renaissance College
Administrative Director
Kim Crane CEO
Education Director
Diana Young Owner
Enrollment
Dynasty Porter
Business Director
Kim Crane CFO
Placement
Lauren Taylor
Accounting and Finances
Michele Hammond
Assistant Financial Aid
.
Kim Crane
Faculty
(See next page for faculty list)
Financial Aid
Not At This Time
Education Coordinator
Diana Young
College Manager
Kim Crane
Instructor Coordinator
Jenifer Johnson
Graduate Coordinator
Lauren Taylor
Student Coordinator
Kimberly Medina

Faculty-Part-Time

Ballard, Corri

Bevan, Nichole

Bingham, Cory

Clegg, Michele

Crane, Kim

Fletcher, Chris

Johnson, Arron

Kinzer, Rae

Maxwell, Janelle

Oliver, Amy

Robbins, Taunya

Young, Angie

Young, Diana

Young, Heather

Zwick, Ursula

PROGRESS TEAM

Instructor Coordinator

Graduate Coordinator

Student Coordinator

PROGRAM EVALUATION TEAM

Diana Young

Kim Crane

Dynasty Porter

ADVISORY BOARD

Diana Young, LMT, Owner
Kim Crane LMT - CFO and Business Administrator
Nichole Bevan, LMT
Angie Young LMT
Cory Bingham DC, MS, FDN

Community Representatives

Allyn Rogers, H.S. Instructor Chris Fletcher, LMT
Larry Hendricks –Massage/Spa Business Owner

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