

# Renaissance College



## 300 Hour Energy Program Catalog

**2025-2026**

**566 West 1350 South Bountiful UT 84010**  
**[www.renaissancecollege.edu](http://www.renaissancecollege.edu)**  
**Telephone (801)292-8515 Fax 801-797-9494**  
**[info@renaissancecollege.edu](mailto:info@renaissancecollege.edu)**

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## History and Ownership

*The Founders 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 July 14, 2014. As of October 14, 2021 the corporate officers and Board of Directors are as stated: Diana Smith – CEO, Kim Crane CFO. We are now building off the program that Diana & George Young have designed. The curriculum of Renaissance was created so that graduating students who have applied themselves to this program of study will have the skills necessary to sit for the State Certification Exam and be eligible to complete their licensing application.*



**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 84010  
Phone #: 801-292-8515*

*Licensed in Woods Cross, Utah*

*Accreditation: ABHES [\(301\) 291-7550](tel:3012917550)  
6116 Executive Blvd., Suite 730, North  
Bethesda, MD 20852*

Utah Division of Consumer Protection  
PO BOX 146704  
SLC, UT 84114-6704  
[dcp.utah.gov](http://dcp.utah.gov) (complaint forms are located on the Division's website)

## Goals and Objectives of Massage Program

*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 LMT's for the Energy work taught at Renaissance.*

*Fulfill educational information for LMT's to use in their practice.*

*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 LMT's to develop skills and talents in a safe and constructive environment.*

*Create a safe and healing environment for LMT's, staff, and clients*

*Facilitate knowledge and skills that will enable LMT's to build a successful practice using the Intergrative Cranial techniques.*

*Provide students with placement opportunities in the Professional Clinic.*

*Program to help students understand the direct link between physical and emotional ailments.*

*Help our students learn the different modalities that can be used to help clients have a better quality of life.*

*Gain the knowledge necessary for LMT's to feel confident in their abilities to operate, and succeed in their own practice.*

*Help LMT's to have a greater understanding of the human body and appreciate the holistic practice of massage therapy*

## 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

Renaissance College-Massage Program is a member of NCBTMB.

## Accreditation

Renaissance College – Massage Program is institutionally accredited by:

**ABHES (Accrediting Bureau of Health Education Schools)** for non-degree programs  
6116 Executive Blvd., Suite 730, North Bethesda, MD 20852  
Phone Number: [\(301\) 291-7550](tel:3012917550)

## Renaissance Educational Staff Part-Time Instructors



**Done, Ashley:** *LMT, Renaissance College/Massage Program, Bountiful, UT, Polarity*



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



**Herrmann, Natasha:** *LMT- Myotherapy College of Utah, Bachelor of Science, University of Utah, 21 years working as an LMT, owns own business, worked in Stevens Chiropractor Office 4 years, Program Director*



**Martinez, Rachael:** *WDFZP, We Do Feet Seminars, Wellsville, Utah. CA, (Certified Aromatherapy) Centre of Excellence, UK, CR, (Certified Reflexology) Centre of Excellence, UK Essential Oils*



**Medina, Kimberly:** *Office Manager, Administrator, Records, Grades, Transcripts, Certificates, Accounts Receivables Student Coordinator, Graduate Coordinator, Continuing Education Coordinator, Student Counselor*



**Minera, Elizabeth:** *LMT, Renaissance College/Massage Program, Bountiful, UT, Lite Touch, Integrated Cranial I, Hot Stones*



**Pace, Celia:** *LMT, Renaissance College/Massage Program, Bountiful, UT. Brigham Young University, Substitute Instructor for Davis Cty. Cranial I*



**Plaskett, Token:** *Certified IKC Kinesiology, Touch for Health Professional Instructor, Developmental Kinesiology, Brain Gym, Dennison Whole Brain, Touch for Health*



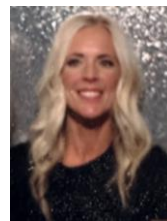
**Robbins, Taunya:** *LMT, Certified Spinal Touch Inst. - Myotherapy Institute, SLC, UT; CCE-AM Academy of CB; Certified CST I-Upledger. Tuina, Spinal Touch*



**Rogers, Allyn:** *Bachelor of Science, Brigham Young University of Utah Health Science, Teacher Certificate 42 years. Adjunct Faculty at Weber State University, Davis Applied Technology College Instructor 12 years Educational Director.*



**Smith, Diana:** *Brigham Young University of Utah, LMT, Myotherapy, SLC, UT, Upledger Institute, , CST I & II, SER I, SER II, Ad CST, VMIA, VMIB, VMII, PIVM, AVM, SYMJP, AVMI, The Brain Speaks, Pediatrics Cranial, Certified Bio Mechanics Instructor (Spinal Touch), Medical Massage. CEO, Owner Assistant Educational Coordinator, Integrative Cranial I, II, SER Somatic-Emotional Release, Advanced Cranial, Advanced Cranial Retreat, Visceral*



**Young, Amy:** *LMT, Renaissance College/Massage Program, Bountiful, UT, Integrative Cranial I, Intergrative Cranial II, SER*



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



*Visceral Course at Renaissance*

## Admission Requirements & Resources

Renaissance is a residential on-site institutional campus only. If in the event you move out of state then you are not eligible, until you return, to graduate from our 300 Hour Program. Renaissance is a non-discriminate College 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 'Enrollment 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. You can not be licensed in the State of Utah if you have a pending felony.

5. Provide a copy of one of the following:

LMT License

6. Current photo I.D.

Current driver's license

ID card

If a LMT has a change of address while attending school, we require you to provide us with written notification.

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

8. Renaissance does not consider a LMT's prior occupational experience to "test out" but will need the 300 hours to graduate.

9. You are required to attend orientation meeting which is held on Thursday, at 5:00 P.M., before the first quarter begins.

## Change of Personal Information

After a LMT 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. LMT's need to have emergency contact listed at school.

## Nondiscrimination Statement

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

## Experiential Learning

At this time, Renaissance does not accept advanced placement or credit for experiential learning.

## Program Standard

1. Student is mentally, emotionally, and financially capable of completing the

- program.
2. Student free of contagious diseases.
  3. Student free of any criminal felony convictions.
  4. Student is physically capable of completing our massage program.

### 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 5 months or 20 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, MBLEX, and the Utah State License Board. Renaissance's Academic Year is 20 Weeks. Renaissance's Program is a 300 Hour, 20 weeks Program. A Quarter is 10 Weeks. Two quarters = 300 Hours. Our current curriculum is available for day or evening instruction when available. We also offer weekend courses on Friday & Saturday 8-6 each day. This allows our LMT's flexibility in relation to their family, employment, and other obligations. All courses include lecture, demonstration, hands-on practice and videos.

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

*Winter Quarter*

January - March

*Spring Quarter*

March - May

*Summer Quarter*

May – July (August)

*Late-Summer Quarter*

August (July) - October

*Fall Quarter*

October – December The students' level of progress in the program is indicated by **Quarters**: First and Second.

### Description of Course Schedule

Renaissance has Day & Night Courses when available. Courses are held Monday through Thursday: Day courses, from 9:00 am -3:00 pm, and night courses from 4:00 pm - 10:00 pm 2 days a week and 6:00 pm to 10:00 pm, determined by the current schedule requirements. Some weekend courses can be scheduled on a Friday & Saturday 8:00am to 6:00pm. Most weekly courses are two hours. *\*Course availability each quarter is dependent upon enrollment and instructor availability.*

### Exams

Midterm examinations for all anatomy and 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

All LMT's should have completed all the Adjunctive Knowledge during your program that was required to be a licensed LMT.

**Core Knowledge Requirements:** 300 supervised in class hours of core knowledge are given. Courses required are as follows:

## Course Descriptions



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

Our 300 hour energy 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.

**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 learning how to use the oils to relieve back pain and many other aspects of their uses.

**Prerequisite:** *None* (20 Hours) Lecture-Hands-on

**Hot Stone Massage:** 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* (20 Hours) Lecture-Hands-on

**Integrative Craniosacral Therapy:** Our integrative craniosacral therapy courses are uniquely designed to assist the students in learning to feel the energy and follow the craniosacral rhythm and motion in the body. The following courses are a part of the

Integrative Craniosacral Therapy.

**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. **Prerequisite:** *None* (20 Hours) Lecture-Hands-on

**Integrative Cranial II:** The course material and hands-on sessions will focus on cranial base functions, the masticator system-hard palate, mandible and Temporomandibular joint; whole body evaluation; and the energy cyst with regional unwinding. Learning techniques on how to use cranial work on children under eight. **Prerequisites:** *Integrative Cranial I* (20 Hours) Lecture-Hands-on

**Integrative Cranial Somatic-Emotional Release (SER):** This course is designed to assist students in recognizing emotion that is stored within in the cells, tissues, and muscular system of the body. This course focuses on the avenue of expression and identifies key verbiage that can be utilized in assisting clients that may have emotional stress or trauma that is brought to the massage table. Students will become more aware of the dynamics of mind, body, and spirit and the role, emotions play in the overall health of the body. The possibilities of energy cysts will be explored along with the study of the chakras and their influence on the body-mind-spirit. **Prerequisite:** *Integrative Cranial I & II* (20 Hours) 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:** *Integrative Cranial I, II, Integrative Somatic-Emotional Release*



(SER) (20 Hours) Lecture-Hands-on  
**Integrative Cranial Retreat:** This course is designed to aid students in the development of their cranial skills. The course is held off campus for 3-5 days (this depends on number of students in attendance). Students will be learning advanced cranial moves and learning to work as a head facilitator with other students assisting on one person. *Prerequisite: All Integrative Cranial Courses* (55 Hours) Lecture-Hands-on

**Lite Touch Therapy:** 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). *Prerequisite: None* (10 Hours) Lecture-Hands-on

**Meridians:** Learn and understand how the energy in the body flows in a river-like system called meridians. Each meridian is connected to a specific organ. Twelve of the meridians are named after these specific organs and are connected to that particular organ; two others of the 14 main meridians are energy reservoirs for the others. This course teaches the importance of the meridian system to the body, methods for utilizing the meridian system to increase health and well-being and an introduction to methods used for working with the meridians. *Prerequisite: None* (20 Hours) Lecture-Hands-on

**Polarity:** Students will learn massage manipulations derived from both Eastern and Western practices. Exercises are included to balance the body, both physically and energetically. *Prerequisite: None* (20 Hours) 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* (20 Hours) 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. *Prerequisite: None* (20 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. *Prerequisite: Meridians* (20 Hours) 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* (20 Hours) 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 II: Systems, Integrative Cranial I, II** (20 Hours)

Lecture-Hands-on



## Standards of Satisfactory Progress

Regulations require Renaissance 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 eligibility in which a student must complete their program.

### A. MINIMUM SAP REQUIREMENTS

1. Cumulative Grade Point Average (CGPA): Maintain a 2.0 CGPA
2. Cumulative Completion Rate (CCR%): Complete and pass a minimum of 100% of the cumulative hours attempted which is calculated as follows:
  - A. all successfully completed hours
  - B. all made up hours
3. An LMT becomes delinquent more than 45 days late on their financial agreement.
4. 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:** LMT's 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 are 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 an LMT fails a course three times, he/she will not receive hours for that course. 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. PROBATION

An LMT may be placed on probation if:

1. A student has missed more than 3 classes in each course.
2. An LMT fails to maintain the required minimum CGPA of 2.0
3. An LMT becomes delinquent for more than 45 days on their financial agreement.

The length of the probation is:

- Until the days missed have been made up or the class has been retaken.
- One quarter to determine new CGPA.
- Until balance due has been brought current.
- 100% make-up has been turned in with complete make-up forms.

The LMT will be suspended if probation requirements have not been met during the probationary time.

### C. 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.

#### D. APPEAL PROCESS

LMT's 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 LMT's 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.



### 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 LMT must decide with the instructor to make up the exam before the next class time. A test score lower than 70% can be retaken.

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

#### MISSED ASSIGNMENTS

LMT's, 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 due date.



### Attendance Policy

Attendance is monitored daily, and **LMT's 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, Juneteenth Independence Day, Independence Day, Pioneer Day, Labor Day, Indigenous Peoples Day, Thanksgiving Weekend, Christmas (Until January). Constitution Day is on school September 17<sup>th</sup> and will be celebrated during the week when class is in session. These holiday hours are not counted against the 100%

attendance but are excused absences. The course time may be rescheduled at the discretion of the instructor, depending on the needs of the course. Make up for the absence may be made 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 \$45.00 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. LMT's may access their attendance records anytime by requesting records from their current instructors or from the office. Any LMT that fails to meet the minimum attendance rate of 100% will be notified by the instructor and could be placed on probation for the following quarter. If you are on probation and the terms are not met for the quarter then steps may be taken for suspension. LMT's will be suspended if their attendance is below 100% for two consecutive quarters.

Full time is considered as following:

1<sup>st</sup> quarter: 12 to 20 hours per week

2<sup>nd</sup> quarter: 12 to 20 hours per week

### **TARDINESS**

Classes begin promptly at the time scheduled Five minutes after the hour. Any LMT arriving later than 15 minutes after the class has started, will be marked tardy. Three tardies are equal to one absence.

### **LEAVE OF ABSENCE**

LMT's may find it necessary to interrupt their training at Renaissance and may be granted a leave of absence only for the

following situations:

1. Concerning 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 a student's enrollment, not to exceed 180 days in any 12-month period, except for military leave; 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 LMT's request for a leave of absence so long as it is documented and the school collects the written request at a later date. The LMT should also have an exit interview with the Director.

The LMT is required to resume classes on their agreed return date. If a LMT is not able to do so, they are required to submit an extension request. If the LMT fails to resume classes and have not applied for an extension, Renaissance will consider the LMT withdrawn from the program. Renaissance will be required to submit their termination date as the date that the LMT was scheduled to return from their leave and failed to do so. The terminated LMT will be responsible to pay any costs to Renaissance.

## WITHDRAWAL

If a LMT finds that he/she is unable to complete the 300 hour program and is not eligible for a leave of absence as previously outlined, the LMT is required to officially withdraw from the program.

To officially withdraw from Renaissance College, a LMT must **complete a withdrawal request form** provided at the office and have **an exit interview with the director**. A LMT who properly withdraws from the program is eligible for a refund (if applicable) and re-enrollment at Renaissance. If returning later the LMT 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 LMT will also be eligible to obtain copies of his/her transcripts.

If the withdrawing LMT 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. LMT 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 LMT was not current in their financial agreement with the College at the time of their unofficial withdrawal 14 days after last class, 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 of LMT will be required to occur within three years of the withdrawal date 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 LMT must meet the graduation requirements of the current program catalog at the time of re-enrollment.

Re-enrollment for any LMT who has previously withdrawn from our institution must be approved by the Administration before the re-enrollment process may begin. Upon review of LMT's academic performance and attendance records, the Administration will meet with the LMT and determine the best course of action that will enable the LMT 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 re-entry into Renaissance.

Any LMT who has served in uniformed services shall not be denied re-admission 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 LMT to complete the 300 hour program in as little as 20 weeks, or 5 months. If a LMT fails to complete the program within 150% or 6 quarters, the student will not receive a Certificate of Graduation from 300 Hour Program at Renaissance.

To graduate from the 300 Hour Program at Renaissance College a LMT must:

- Successfully complete the 300 hour program with the minimum satisfactory GPA of 2.0 or a C grade average
- Maintain minimum attendance of 100%. Make-up work required for hours missed

Upon successful completion of the 300 hour 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.

### **Withholding transcripts and diplomas**

Transcripts and diplomas will not be issued for LMT's 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 LMT's

who qualify by maintaining:

Outstanding Academic Achievement: a GPA of 3.8 - 4.0 in all course work.

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



## Finances

### **COST OF ATTENDANCE**

Students enrolling in the 300 hour Program are responsible for the expenses of tuition, meridian charts, oils, and lotion if needed. Any other supplies needed for LMT's studies can be provided by the College or purchased by LMT outside the College. The payment option the LMT selects from the enrollment agreement will determine when their payments are due. All payments are due by the 1st of each 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 first (1st). Late payments will result in a \$25.00 fee if paid after the fifth (5<sup>th</sup>) of the month. Any account fallen 45 days behind will result in probation until their past due status is brought current, at which time the LMT 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 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 Massage Program is \$5,250.00 excluding required supplies.

## PAYMENT PLANS

For the convenience of our students there are **four payment plans** as follows:

### ***Two-Payment Plan: (tuition only)***

Students may wish to divide the payment of tuition into two installments in which case \$2,625.00 is due prior to or on the first day of the program. The second payment of \$2,625.00 is due prior to or on the first day of the second 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.

***Monthly Payment Plan:*** For LMT's wishing to take advantage of our monthly payment plan \$1,050.00 due on the first day of each month for five 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.

### ***In-House Loan:***

\$500.00 Minimum 4% Interest after Graduation. Signing a Promissory Note is Mandatory at Graduation.

### ***Individual Course Plan:***

For students wishing to pay for individual courses the cost is \$350.00 for each course taken during the 10-week quarter. Payment is due at the beginning of each quarter.

### **Financial Aid:**

We currently do not offer Federal Financial Aid.

## 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 College. We currently order Earthlite Tables.

## Supply Price List

(These prices are current as of this printing.)

### Products

Essential Oils	\$ 70.00/set*
Massage Lotion Set	\$ 90.30/set*
Meridian Charts	\$ 20.00 set*
Po Sum On Oil	\$ 20.00/30 ml

### Equipment

Spinal Touch board	\$ 55.00
Gown	\$ 18.00
Plumb Line (optional)	\$ 12.00
Hip Adjusters (optional)	\$ 54.00
Cushions (Pregnancy)	\$ 479.00

Earthlite Table package \$764.00

\* 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. 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.

Students may also purchase books on line.

\*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, one fitted, and one pillowcase or hand towel.

Bring sheets and towels to all hands-on courses unless otherwise specified. Bring laptop or computer (courses are in

google.com) and/or text for each course.

Oils and massage creams will be furnished to LMT's for class. LMT's will be expected to purchase their own lotion and oils for personal practice. Lotion gallon and tube of lotion are included in the price of required items. These will be passed out or purchased during the 2<sup>nd</sup> week of 1<sup>st</sup> quarter.

### **Cancellation Policy**

All LMT's 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.

If Renaissance does not accept an applicant for enrollment, all monies paid to Renaissance shall be refunded to the LMT. 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 of \$100.

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: A LMT who 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 of \$100.

### **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. (\$90.30) 2. LMT'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.

### **Date of determination**

1. A LMT officially or unofficially withdraws from school.

If an official withdrawal: The LMT's withdrawal date or date they notified school of withdrawal.

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

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

If, during a 14-day period, the LMT

verifies he/she plans to return, Renaissance should not consider the LMT's withdrawn at that time.

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

Note: If the LMT completes more than 60% of the massage program, 100% of the LMT's assistance is considered earned and no funds need to be returned. If the LMT withdraws before completing more than 60% then Renaissance College must return any unearned portion and the LMT will be required to pay out of own pocket, any remaining balance owed to Renaissance College.  
*\*Excludes scheduled holiday breaks of 5 or more days*

3. Renaissance is a Clock-hour institution and goes by those hours.
4. The LMT needs to know that he or she will be responsible for any monies owed to Renaissance College Massage Program. The LMT is responsible to bring account current at Renaissance.

LMT's 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 LMT's.**

### **Refund Timeline and Allocation of Refund**

The College will make refunds within **30 calendar days** of the date the LMT's

officially withdraws in accordance with Renaissance's withdrawal procedures.



### **LMT's Guidelines**

The following information outlines what is expected of our LMT's 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 LMT's. 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 LMT must practice what you learn in class each week in order to gain full benefit of the information and techniques.

Practice forms are located at the front desk and on your google.com accounts that contain all syllabus of hands-on courses.

Each week the LMT 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 LMT's 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 LMT's to recognize that although intense, the program is designed to be of short duration (5 months). While here, there is great value in making this intensive educational experience a priority. We also invite our LMT's to be aware that in order to assimilate all that is required of them; they need to make time necessary for personal study.

LMT's will receive a handbook, and class schedule for the first quarter on the date of their orientation. This is held on the Thursday before the quarter begins at 5:00 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 marketplace for LMT's 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**

LMT's 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. LMT's are not to answer incoming calls.

**LMT's 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 always encourage LMT's to have water with them . Clean up of the area after eating is required.

### **Safeguards**

Listed by the sink are the hazardous chemicals Renaissance uses and safety precautions. Firearms will not be permitted on the premises. LMT's are to be aware of blood borne and infectious diseases through the course taught with CPR.

### **LMT 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 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.

### **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.

LMT's 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 College premises. Examples of sexual harassment include, but are not limited to the following behaviors:

- ❖ Disparaging remarks about one's gender. Verbal sexual abuse disguised as humor.
- ❖ 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 be expelled.
- ❖ 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.

LMT's 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.

### Dress Code

LMT's are expected and required to conduct themselves professionally at all times. No tank tops or short shorts are allowed at school.



*Hot Stone Therapy is one of the many modalities' students learn at Renaissance.*



## Dismissal Policies

### Probation

A LMT may be placed on probation if

1. Has missed more than 3 classes.
2. Fails to maintain the required minimum CGPA 2.0
3. Becomes delinquent more than 45 days late on their financial agreement.

The length of the probation is:

1. Until the days missed have been made up or the class has been retaken.
2. One quarter to determine new CGPA.
3. Until balance due has been brought current.
4. The LMT will be suspended if probation requirements have not been met during the probationary time.

### Policies on Suspension

If LMT has not met the policies of Probation, they will be suspended after failing two quarter of attendance being 100% with make-up paperwork completed and turned into the office. LMT not being current on financial obligation.

### Policy on Expelled or Termination

LMT's found in violation of school policies described in the LMT 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 school's behavioral code.
- Failure to comply with no money exchanged for body work.

The LMT'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.



### LMT's Appeals Policy

All LMT's 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 student's file becomes the responsibility of an Appeals Body comprised of one faculty member and two members of the Advisory board. The LMT remains in an active status while his/her appeal is pending. *The LMT 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 LMT. 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 they 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 the LMT wishes 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 LMT 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 LMT must file a complete written statement of the grounds for its appeal based on the Administration's 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 LMT'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 LMT to make his/her appeal, allowing enough time for presentations, deliberations, and a forwarding of a report to the Administration. The LMT, 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 LMT'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 LMT 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:

- Any aspect of the Administration's determination that relied on issues or evidence which the LMT had not had an opportunity, in advance of the Administration's action, to make his/her position known; or
- 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 LMT, and which have subsequently come to the attention of the LMT.

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 probation/expulsion or reinstating student to full active status



## Services

Renaissance has a LMT coordinator that advocates for a LMT to assist them in their educational experience.

## Grievance

At Renaissance, the concerns of our LMT's are especially important. They may write their grievances on the forms that they can receive from the front desk. They can take the written form to the Administration, or, if

they prefers, he/she can take them to an instructor who would then take the 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.

LMT's may contact: ABHES  
6116 Executive Blvd., Suite 730, North Bethesda, MD 20852 (301) 291-7550  
Division of Consumer Protection at 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 10 LMT's comfortably per class group.

We are looking forward to expanding in the future to meet the demands and needs of our College as it grows. Our equipment consists of massage tables, bolsters, head rests, hip adjusters, pregnancy cushions, spinal touch boards, plumb lines, streaming devices, hot stone heating carts, sanitizing products, etc. for each therapy room. We also have folding tables and chairs for lecture courses, lap tops, white boards, televisions, lockers, individual canvas drawers for personal items, as well as a microwave and small fridge. Microsoft Office, Google Drive, Zoom and Wi-fi are all utilized in each space.

All our facilities are readily accessible for handicapped students.

We also offer our students a resource center containing books that can be checked out,

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flash cards on bones and muscles, standing skeleton, individual bone parts, and body system parts, a computer, internet, printer and copy machine. Black and white copies may be made for \$.10 cents each. Color copies are \$.50 each. The internet may 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

### **Safety Evacuations**

Safety evacuation drills will be held once a quarter during class time only, to ensure all new LMT's 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 LMT's . 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 and the Director of Education agree that the a LMT requires tutoring, private tutoring is available for \$40.00 an hour. Military students will be tutored free of charge.

### **Placement Services**

Renaissance has a Professional Clinic if needed for employment.

## Co

### urse Evaluation

Our LMT's 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.

### Evaluations

LMT's 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.

### Suggestions from LMT's

A suggestion box is in the office for students who wish to make comments regarding any aspect of the school. It is not necessary for LMT's to sign the comment form.



## Records and Disclosure Procedures

Permanent files are kept for all LMT's. 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 LMT 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:

- LMT's
- 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 any LMT 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.





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!

Rebirth

New Life

All Nations Cultures

People Healing - Self Country – World



# Renaissance Calendar 2025

Project/Event

Renaissance College/ Holidays

Midterms and Finals are held on the 5<sup>th</sup> and 10<sup>th</sup> week.  
Written finals are held the 9<sup>th</sup> week of the quarter and  
Hands-On finals are the 10<sup>th</sup> week of each quarter.

Project Phase	Starting	Ending	Holiday's	Starting	Ending
Quarter 1 Winter	Jan 6	March 15	New Year's Day	Jan 1	Jan 5
Quarter 2 Spring	March 17	May 24	MLK Day	Jan 20	Jan 20
Quarter 3 Summer	May 26	Aug 2	Presidents Day	Feb 17	Feb 17
Quarter 4 Late Summer	Aug 4	Oct. 11	Memorial Day	May 26	May 26
Quarter 5 Fall	October 13	Dec. 20	JuneteenthDay	June 19	June 19
			Independence Day	July 4	July 4
			Pioneer Day	July 24	July 24
			Labor Day	Sept 1	Sept 1
			Indigenous Peoples Day	Oct 13	Oct 13
			Veterans Day	Nov 11	Nov 11
			Thanksgiving	Nov 27	Nov 30
			Christmas	Dec 21	Dec 31

### JANUARY

s	m	t	w	t	f	s
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### FEBRUARY

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23	24	25	26	27	28	

### MARCH

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23	24	25	26	27	28	29
30	31					

### APRIL

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27	28	29	30			

### MAY

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25	26	27	28	29	30	31

### JUNE

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29	30					

### JULY

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### AUGUST

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### SEPTEMBER

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28	29	30				

### OCTOBER

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### NOVEMBER

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30						

### DECEMBER

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

# **LIST OF REQUIRED TEXT**

*List updated June 2024*

## **1<sup>st</sup> Quarter Books**

If multiple editions are acceptable, we will make note of that in this list; ensure study guide matches the edition of the text book.

**Course:** Integrative Cranial I

**Title:** *Your Inner Physician and You*

**Author:** John E. Upledger, D.O., O.M.M.

**Publisher:** Penguin Random House

**Price:** \$13.40\*      **Tax:** \$ 0.97      **Total:** \$14.37

**ISBN:** 978-1-55643-246-0

*Total for First Quarter Books:*

**Books:** \$23.40\*      **Tax:** \$.97      **Total:** \$14.37

*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 it is purchased from the school. Prices may change without notice.

### **First Quarter:**

Lotion                      \$90.30

Oils                         \$70.00

### **Second Quarter:**

Pregnancy cushions    \$427\*

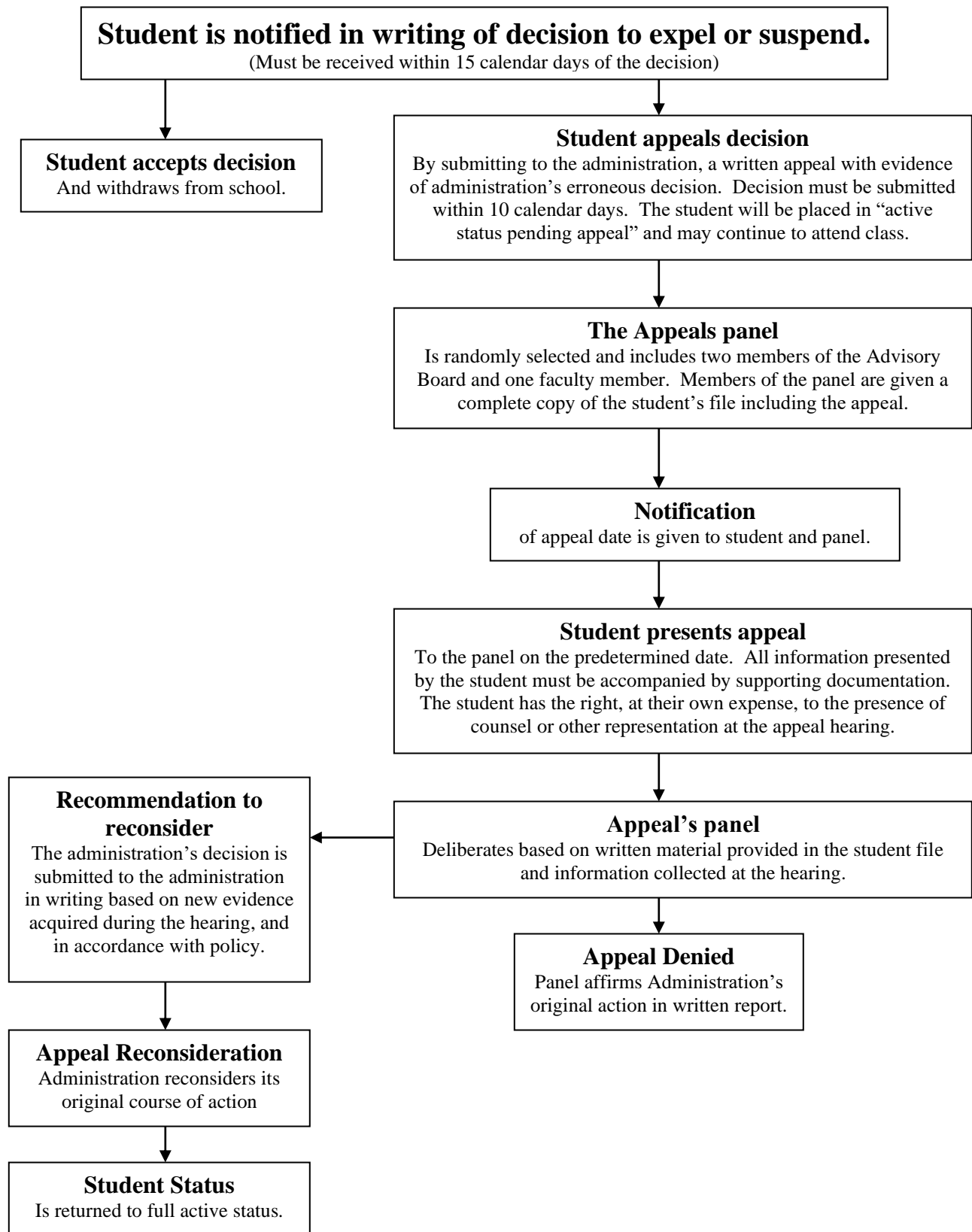
Spinal Touch Kit        \$75.00\*

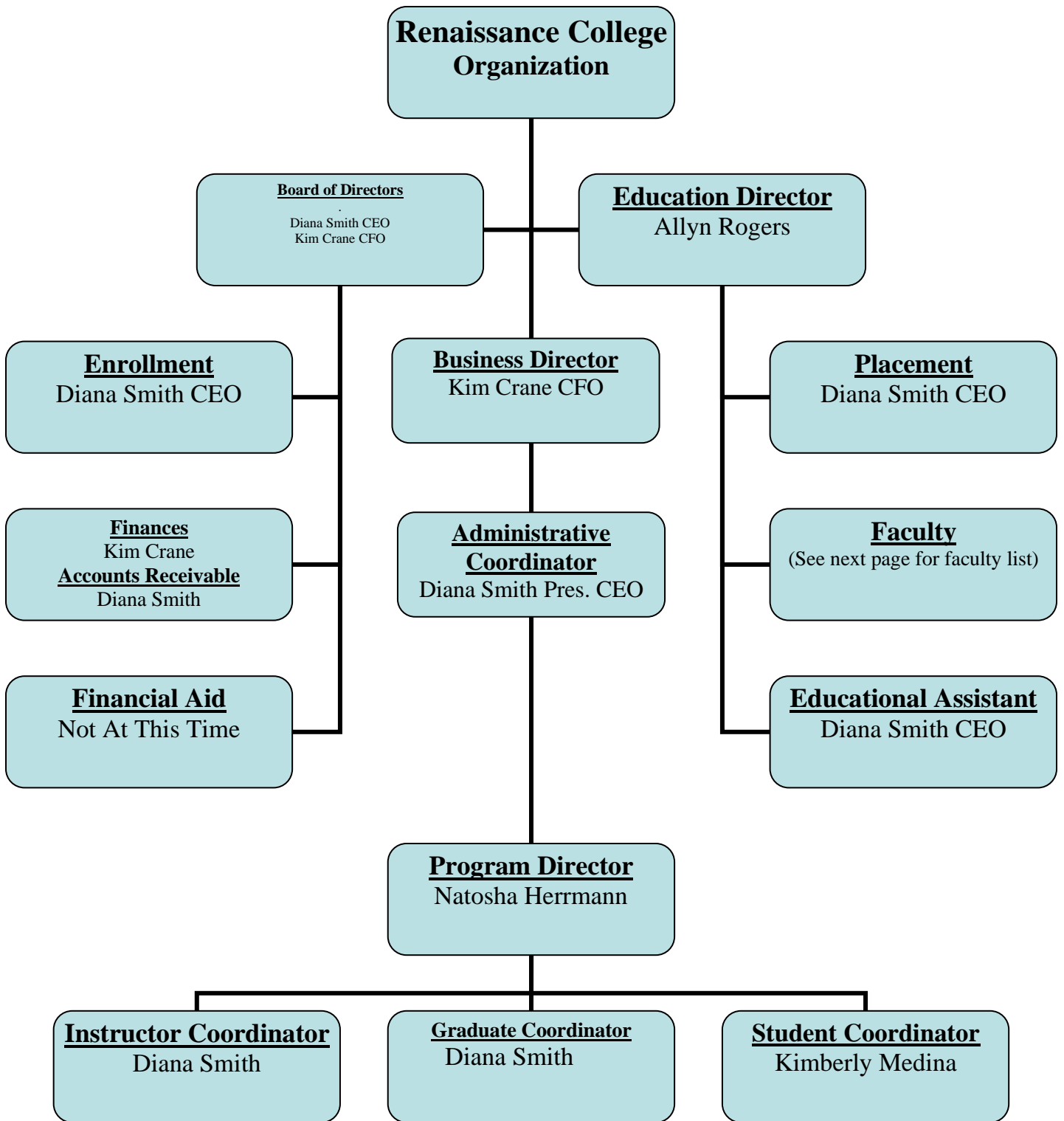
(Includes Gown and Plumb Line)

Hip Adjusters            \$55.00\*

\* These items are optional.

# Student Appeals Process





## Faculty-Part-Time

Ashley Done

Chris Fletcher

Natosha Herrmann

Elizabeth Minera

Rachael Martinez

Celia Pace

Token Plaskett

Taunya Robbins

Allyn Rogers

Diana Smith

Angie Young

Ursula Zwick

**PROGRESS TEAM**

Instructor Coordinator

Student & Graduate Coordinator

Educational Director & Assistant

**PROGRAM EVALUATION TEAM**

Natosha Herrmann

Kim Crane

Allyn Rogers

Diana Smith

**ADVISORY BOARD**

Natosha Herrmann LMT Program Director

Kim Crane LMT CFO

Allyn Rogers Education Director

Angie Young LMT

Diana Smith LMT -CEO

Graduate Student: Amy Young

**Community Representatives**

Arthur Morais – Business Owner

Larry Hendricks –Massage/Spa Business Owner

Tyler Young -Business Owner Care Center

Keith Smith-Event Manager



**Renaissance College – Massage Program**  
**566 West 1350 South Suites 100**  
**Bountiful, UT. 84010**  
**801-292-8515 Fax 801-797-9494**

## Enrollment Agreement 300 Hour Energy Program

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

E-mail: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Date of Birth \_\_\_\_\_ Driver's License # \_\_\_\_\_ State: \_\_\_\_\_

Enrollment Date \_\_\_\_\_ Part-Time \_\_\_ Full-Time \_\_\_ Estimated Grad. Date: \_\_\_\_\_

Nationality: \_\_\_\_\_

Program Information: Our Program is 300 Hours, 5 months, 20 weeks, 2 quarters, M-Th, 6 hours per Day or Night.

	<u>Program Expenses</u>	<u>Amount</u>
Tuition		\$5,250.00
Registration Fee (due upon submission of this agreement)		\$100.00
Lotion (Tube & Gallon)		\$90.30
Oils		\$70.00
	<b>Cost</b>	<b>\$5,510.00</b>

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

- Payment options:** (Select one) \_\_\_\_\_ Monthly Installments (\$1,050.00 due the 1<sup>st</sup> of each month)  
 Tuition and Required Items Only: \_\_\_\_\_ Two installments (\$2,625.00 due the 1<sup>st</sup> and the 4<sup>th</sup> month)  
 \_\_\_\_\_ Individual Course \$400.00  
 \_\_\_\_\_ Vocational Rehab, or Veteran Affairs  
 \_\_\_\_\_ Personal Loan  
 \_\_\_\_\_ In-House Loan (\$500.00 Minimum Monthly 4%Interest after Grad)

**\$25.00 Late Fee if paid after the 5<sup>th</sup>.**

**Registration Fee:** \_\_\_\_\_ **(\$100.00) Date:** \_\_\_\_\_ **Type of Payment** \_\_\_\_\_

Monday-Thursday **Day Courses:** (Up to 9:00 am until 3:00 pm) or **Night Courses:** (Up to 4:00 pm until 10:00 pm). **Some Weekend Courses** (Friday & Saturday).

Full-time student constitutes 20 hours or more a week. Full-time program is 20 weeks, not to exceed 60 weeks. Part-time student constitutes 10 or less hours a week. Not to exceed 3 years.

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 monies refunded.

### Refund Policy

A. Renaissance College – 300 Hour Energy 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 LMT 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 LMT is not licensed. Termination by Renaissance College 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 LMT's form. The withdrawn or dismissed LMT 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. Any fees paid by student can be refunded if 1. Lotion not used (\$90.30) 2.Oils not used (\$70.00). 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 LMT withdraws within the first 10% of the program
- 80% of the program's tuition returned if the LMT withdraws within 20% of the program
- 70% of the program's tuition returned if the LMT t withdraws within 30% of the program
- 60% of the program's tuition returned if the LMT 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 LMT's. Refunds are made thirty calendar days after the day the student officially withdraws from school.**

**In the event of cancellation or termination of the 300 Hour Energy Program, all students currently enrolled will be able to finish the program.**

### **Refund Policy**

\_\_\_\_\_By initialing, the LMT asserts that he/she had read and understands the refund policy as described on page 15-17 of the catalog and as described above.

### **Withdrawal Policy**

\_\_\_\_\_By initialing, the LMT asserts that he/she has read and understates the withdrawal \_\_\_\_\_ procedures as described on page 12-13 of the catalog.

### **Dismissal Policy**

\_\_\_\_\_By initialing, the LMT asserts that he/she has read and understand the dismissal policy as described on page 19-20 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 – 300 Hour Energy 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 – 300 Hour Energy 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

### **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 300 Hour Energy Program.

In compliance with the DRUG FREE SCHOOLS AND COMMUNITIES ACT, Renaissance College prohibits the use of alcohol  
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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**

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

**Conditions for Graduation**

In order to graduate, a LMT is required to:

1. Successfully complete the 300 hours of the program material with the minimum satisfactory GPA of 2.0 or 70%.
2. Maintain minimum attendance of 100% with makeup work for hours missed. 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 \$40.00. Make-up hour forms are completed by student and instructor.

In order for a LMT 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 LMT’s who qualify:

Outstanding Academic Achievement: for those students who have successfully maintained a GPA of 3.8 or above in all course work.

Outstanding Attendance Achievement for students who have 100% attendance with no make-up work.

**Employment Statement**

Employment placement services are available to graduates, but Renaissance College does not guarantee employment.

**I, the undersigned, have read, understand, and agree to abide by the rules and conditions set forth in the foregoing enrollment agreement.** I acknowledge that I have been given and read a current copy of this **Agreement** and a current copy of the Renaissance College – 300 Hour Energy Program 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 of the catalog. In the event 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 costs of 30% of unpaid balance, court costs and any and all other expenses in the settlement of this account.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**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

\_\_\_\_\_  
CEO or Educational Director/Assistant

\_\_\_\_\_  
Date

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