340 Three Meadows Drive
Perrysburg, OH 43551-3138
OH Reg # 02-03-1626T

Effective: August 8, 2016
Orion Institute is:

- Approved by the State Medical Board of Ohio
- Registered by the Ohio State Board of Career Colleges and Schools
- An accredited member of the Accrediting Commission of Career Schools and Colleges (ACCSC)
- Approved by the State Approving Agency for veteran’s benefits
- Approved by the Bureau of Vocational Rehabilitation
- Approved training provider for Ohio Workforce Investment Act programs
- Registered with the National Certification Board for Therapeutic Massage and Bodywork since 1999
- A member of American Massage Therapy Association Council of Schools (AMTA)
- A member of the Ohio Council of Massage Therapy Schools
- Recognized by the American Medical Technologists certification organization (Medical Assisting program)
- A member of Better Business Bureau

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at

http://www.orion.edu

DISCLAIMER
This catalog does not constitute a contract between the Institute and student. The contents in this catalog are subject to change without notice. The Institute reserves the right to change requirements, policies, procedures, regulations, and fees at any time. Students are responsible for understanding and complying with policies in effect at the current time. Any policy change will be on file at the Institute. No portion of this catalog may be reproduced without written permission.
Our goal at the Orion Institute is to be an outstanding student centered teaching institution. We pledge to provide quality education, support services, and assistance to graduates in finding employment in their field of study.

Our staff has been carefully selected to provide you with quality career training. We stand ready to assist you in achieving your goals. May the next several months be your stepping stone to a successful career and rewarding future.

Sincerely,

Jodi Romaker
President
Orion Institute
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MISSION STATEMENT

Orion Institute (Orion) provides outstanding training and education in the fields of Massage Therapy, Allied Health, Technology, and Trades in an academic environment which nourishes professional, academic and personal growth. Students are prepared for entry level employment through classroom, field, and online experiences. Orion Institute believes in the value of life-long learning as evidenced by offering continuing education for graduates, staff, faculty and industry professionals through curricula that meets ever changing employer demands.

PHILOSOPHY

The Institute seeks individuals who are entirely committed to the programs we offer. We strive to teach a well-balanced curriculum preparing students for medical licensure and provide the skills necessary for the practice of massage therapy and certification in the medical assisting field. In addition, the Institute maintains a positive environment which encourages the development of others. Students are expected to uphold professional standards, ethics, and integrity. We believe in order to succeed in massage therapy or allied health, one must not only possess the knowledge and skills, but also be dedicated to the profession and the concept of helping others.

HISTORY

Orion Institute (Orion) has a long history offering massage therapy and other alternative health classes to the community and employers throughout the Midwest. Orion was founded in fall of 1997 by Jodi Romaker, offering Massage Therapy instruction, continuing education classes, massage therapy services, and related products in its Body Therapy store. The school has since expanded to provide additional space for classrooms, offices, and student resources. In the summer of 2014, School Management determined through research and discussions with various community members and local employers there was a need to increase its programmatic offerings in both related and non-related areas, such as Allied Health and Skilled Trades programs. Internal research led school management to expand the mission and consider a new school name representing this growing, multi-faceted institution.

In late 2015, Healing Arts Institute changed its name to Orion Institute. School Management, community partners and local employers met and reached consensus on this new name. Everyone felt Orion Institute better represented the growing institution’s image and vision for expanded programmatic offerings. As evidence of this evolution, in early 2016, an Advanced Massage Therapy program and a Medical Assisting program were approved and introduced to meet employer demand.

FACILITIES

Orion Institute’s facilities include lecture and clinic classrooms, administrative offices, a retail store, a reception area, student lounge, faculty office, learning resource center, private rooms for practitioners, laundry area, and storage room. Within the facility there are four large classrooms (including a massage classroom with massage tables) and three private rooms with massage tables,
relaxing music using Bose stereo sound equipment, and adjustable lighting. Orion Institute is proud of its ability to offer small class sizes at a maximum of 30 students. Evening classes are usually smaller. The school is equipped with massage tables, massage chairs, hydrocollators, overhead projectors, learning videos, video viewing equipment (videos are projected onto a large screen), bones, skeletons, plastic models of internal organs, muscle models, and supplies such as oils and linens. Several areas of the school are equipped with full-spectrum lighting. The school provides ample free parking.

**HOUSING**

Although Orion Institute does not provide or guarantee housing, there are rental facilities nearby, some of which may be within walking distance of the campus. While the school has no affiliations with or makes no recommendations regarding housing, a list of local apartment rentals may be obtained from the reception desk.

**ADMISSIONS REQUIREMENTS AND PROCEDURES**

Orion Institute admits academically qualified students without regard to sex, age, race, national origin or disability. Applicants 18 years of age or older are eligible to enroll at Orion Institute. Applicants under the age of 18 may enroll with the consent of a parent or legal guardian. Persons interested in obtaining information about Orion Institute and its program offerings should contact the campus to speak with an Admissions Representative. Admissions Representatives will provide general information about Orion Institute for the prospective student in order to determine if a Professional Career Advisory Session (PCAS) is appropriate.

A prospective student interested in applying to Orion Institute must first participate in a PCAS with an Admissions Representative. During the PCAS, the Admissions Representatives will discuss admissions requirements. Additionally, the Admissions Representative will review educational options, program information, career opportunities, student services and support, educational costs, conduct a tour of the facilities, and have available disclosure information as required by Federal, State, and Accrediting Agencies.

After participating in the PCAS, prospective students who are both qualified and interested in applying to Orion Institute must complete an Application for Consideration and submit a $25 application fee. All Applications for Consideration will be accompanied by an Admission Representative’s recommendation to the Admissions Committee outlining the applicant’s strengths and potential challenges related to their ability to complete the program and be eligible for post-graduation employability. Admissions Requirements include proof of high school graduation and academic evaluation. The following admissions requirements will be reviewed by the admissions committee prior to enrollment.
Proof of graduation – Applicants must provide documentation of high school graduation or its equivalent. All documentation must be in English or have been translated to English by a recognized translator. Admissions documentation for students from foreign countries must be translated and certified to be at least equivalent to a U.S. high school diploma.

Satisfactory documentation includes, but is not limited to:
   a. Copy of the high school diploma or equivalent, such as a General Equivalency Diploma (GED);
   b. Copy of a high school or college transcript indicating high school graduation status;
   c. Copy of a letter indicating graduation status and graduation date from an approved school or state official.

Under extenuating circumstances, if a High School transcript cannot be obtained in cases such as a school closing, damaged files due to disaster, or aged or lost files, an official letter stating graduation from High School written from the Department of Education in the applicable state (if such documentation is available) may be acceptable as verification of High School Graduation.

Academic Evaluation - Applicants must complete an academic evaluation recognized by Orion Institute. The evaluation offered at the campus is the Wonderlic Scholastic Level Exam (SLE).

1. Requirements for the evaluation are as follows;
   a. Wonderlic minimum acceptable score for the Medical Assisting program is 13.
   b. Wonderlic minimum acceptable score for the Massage Therapy and Advanced Massage Therapy programs are 13.

2. Orion institute also recognizes American College Testing (ACT) scores achieved within the last five years. Applicants with an ACT score of 17 in Reading and 16 in Math meet the academic evaluation requirements set forth above and are exempt from the requirement to take the Wonderlic exam.

All courses are taught in English, therefore applicants must be able to speak, read, write, and understand English. Applicants for whom English is a second language may be required to demonstrate English communication skills by way of the (TOFEL) Test as documentation of their ability to read, write, and understand the English Language.

The prospective students’ ability to meet the requirements above will determine acceptance, conditional acceptance, or denial to Orion Institute as defined below:
   a. Accepted: Applicants who meet all of the admissions requirements.
   b. Conditional Acceptance: Applicants who meet some but not all of the admission requirements.
   c. Denial: Applicants who fail to meet all of the admissions requirements by their scheduled start. Students who are denied admissions may re-apply to subsequent starts by meeting all admissions requirements.

To be eligible for enrollment, the applicant must execute an Enrollment Agreement and be accepted.
ADMISSION OF DISABLED INDIVIDUALS

Orion Institute has an institutional commitment to provide equal educational opportunities for qualified students with disabilities in accordance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

Qualified students should make their admissions representative aware of any needed accommodations. For more information about Orion’s ADA policy, please refer to the student handbook.

STUDENT SUPPORT SERVICES

Body Therapy Store

The Body Therapy Store carries all required materials, books, and supplies for students as well as a variety of products related to health, relaxation, fitness, massage, the spa industry, and bodywork for the community at large. Although the Body Therapy Store carries a large assortment of items, if a student requires an item that is not in stock, the store can special order most items and will match, or if possible, beat any competitor’s prices. Some of the items carried include required and recommended textbooks, Hot Stone Kits, massage tables and chairs, stools, neck pillows, aromatherapy products, thermal products, compact discs, books, body therapy tools, anatomical charts, massage oils, anatomy and physiology flash cards, and more. Many of these products can be purchased online through the Orion Institute website and new products continue to be added.

Job Opportunity Board (JOB)

Orion Institute does not guarantee employment. Current employment opportunities are posted on the Job Opportunity Board located on the campus. This board serves as an essential source of information for students and graduates.

Learning Resource Center (LRC)

Our LRC includes books, reference materials, videos, magazines, video viewing equipment, and computers with Internet access. Books can be checked out at the front desk for a period of two weeks. Reference books may be used only on school grounds.

Each student receives access to LIRN®, the Library and Information Resources Network (http://www.lirn.net/), which is a consortium of educational institutions which have joined to share access to information resources. The LIRN® collection provides students with several million peer-reviewed and full-text journals, magazines, newspaper articles, e-books, podcasts, audio, and
video resources to support their academic studies from Gale Cengage, ProQuest, EBSCO, CREDO Reference, eLibrary, and more, covering topics for General Education, Business, Medical, and other programs. Information on how to access LIRN is posted in classrooms, in the LRC, and covered by instructors.

Students are also notified of a free resource available to all Ohioans called KnowItNow. KnowItNow is a live online information service provided free of charge for the citizens of Ohio by the State Library of Ohio and the Ohio Public Library.

**Employment Assistance**

Career services are provided to assist graduates in obtaining employment in their field of study. Career assistance is available to all Orion Institute graduates. Satisfactory completion of program course work and development of positive personal qualities are the students’ first steps in the employment process. Students are responsible for building a portfolio of skills and attributes which enhance their employability. The students’ class record, personal characteristics, manners, attitude, and general demeanor will determine the school’s evaluation. Students are then notified of opportunities as they arise. Successful graduates will be recommended to prospective employers.

Orion Institute does not guarantee employment or specific wages. However, the School works diligently to provide job leads, refer graduates to interviews, and hosts on-campus interviews and job fairs.

**Student Lounge**

The student lounge is open during regular school hours for student use. It is equipped with a refrigerator, microwave ovens, vending machines, a toaster, coffee makers, a sink, tables, and chairs.

**Student Advising**

Students are encouraged to speak with their instructors, the Program Lead, or the School Director if they are experiencing any problems or have any questions throughout the program. The Program Lead or School Director will provide academic advising at mid-term to any student with grades below 75%.

**Tutoring**

Faculty have scheduled open-office hours and host tutoring sessions in classrooms and labs for those students desiring additional academic assistance.
Campus Security

Orion Institute complies with the Cleary (Campus Security) Act and publishes its Crime Awareness and Campus Security report on its disclosures page on the school’s website. Note that Orion does not report on completion or graduation rates for student athletics, as Orion neither offers athletics nor has an athletic department. Additionally, sexual harassment will not be tolerated. Harassment can include “sexual harassment” or unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature, including rape. Orion complies with the Title IX, VAWA/Campus SaVE Act.

Implementation of Title IX, VAWA/Campus SaVE Act, and Related Sex Discrimination, Sexual Harassment and Sexual Violence Legislation

Title IX is a federal law which applies to educational institutions receiving federal financial assistance and prohibits discrimination on the basis of sex in an educational institution’s programs or activities, including employment, academic, educational, extracurricular and athletic activities (both on and off campus). Title IX protects all people regardless of their gender or gender identity from sex discrimination, including sexual harassment and sexual violence, which are forms of sex discrimination. Title IX requires institutions to take necessary steps to prevent sexual assault on their campuses, and to respond promptly and effectively when an assault is reported. The Clery Act requires colleges and universities to report annual statistics on crime, including sexual assault and rape, on or near their campuses, and to develop and disseminate prevention policies. VAWA/Campus SaVE Act clarifies “sexual violence” includes domestic violence, dating violence, and stalking, which must be included in campus Clery reports, and also requires institutional policies address and prevent sexual violence through training, education, and certain discipline procedures.

**Title IX, VAWA/Campus SaVE Act** requires Orion Institute to: (1) publish and widely disseminate a notice of nondiscrimination on the basis of gender or sex; (2) designate one employee to coordinate Title IX compliance (including compliance with VAWA/Campus SaVE Act, and all other relevant sexual discrimination/harassment/violence legislation); (3) adopt appropriate complaint and investigation procedures; (4) implement education and prevention programs for students and employees, as well as victim resource programs for victims of sexual harassment or sexual violence; (5) provide written rights and options information to victims of sexual violence; (6) provide training to the campus community on how to prevent, identify, and report sex discrimination (including sexual harassment and sexual violence); (7) provide training on how to conduct investigations to those employees who investigate allegations of sex discrimination (including sexual harassment and sexual violence); and (8) provide training to Orion hearing officers.

Orion Institute is committed to creating and sustaining an educational and working environment free of sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking. The safety and well-being of the campus community is a priority for Orion.
Orion Institute encourages victims of Sexual Violence, Dating Violence, Domestic Violence, or Stalking (collectively Sexual Violence) to talk to the Title IX Coordinator, so they can get the support they need, and so Orion can respond appropriately. The following information is intended to make victims aware of the reporting option available to them so they can make informed choices about where to turn for help. Orion strongly encourages victims to talk to the Title IX Coordinator regarding any actual or perceived violations.

**Sex Discrimination** means an adverse action taken against an individual because of gender or sex (including sexual harassment, sexual violence, domestic violence, dating violence, and stalking) as prohibited by Title IX; Title IV; VAWA/Campus SaVE Act

Sexual Harassment, a form of Sex Discrimination, is unwelcome verbal, nonverbal or physical conduct of a sexual nature that includes, but is not limited to Sexual Violence, sexual advances, requests for sexual favors, and indecent exposure. It also includes acts of verbal, non-verbal or physical aggression, intimidation or hostility based on gender or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

Sexual Violence is a form of Sexual Harassment and means, regardless of gender, physical sexual acts, such as unwelcome sexual touching, Sexual Assault, Sexual Battery, Rape, Domestic Violence, Dating Violence, and Stalking (when based on gender or sex) perpetrated against an individual against his or her will and without consent or against an individual who is incapable of giving consent due to that individual’s use of drugs or alcohol, status as a minor, or Disability.

Sexual Assault is a form of Sexual Violence and is an attempt, coupled with the ability, to commit a violent injury on the person of another because of that person’s gender or sex.

Sexual Battery is a form of Sexual Violence and is any willful and unlawful use of force or violence upon the person of another because of that person’s gender or sex.

Rape is a form of Sexual Violence and is non-consensual sexual intercourse which may also involve the use of threat of force, violence, or immediate and unlawful bodily injury or threats of future retaliation and duress. Any sexual penetration, however slight, is sufficient to constitute rape. Acquaintance Rape is a form of Sexual Violence committed by an individual known to the victim.

Consent means an informed, affirmative, conscious decision by each participant to engage in mutually agreed-upon sexual activity. Consent must be voluntary, and given without coercion, force, threats, or intimidation. Consent can be withdrawn or revoked. Consent cannot be given by a person who is incapacitated. Being intoxicated by drugs or alcohol does not diminish a person’s responsibility to obtain consent from the other party before engaging in sexual activity.

Domestic Violence is a form of Sexual Violence and is abuse committed against someone who is a current or former spouse, current or former cohabitant, someone with whom the abuser has a child, someone with whom the abuser has or had a dating or engagement relationship, or a person similarly situated under Ohio domestic or family violence law.
Dating Violence is a form of Sexual Violence and is abuse committed by a person who is or has been in a social or dating relationship of a romantic or intimate nature with the victim.

Stalking means a repeated course of conduct directed at a specific person (when based on gender or sex) placing such a person in reasonable fear for his/her or others’ safety, or to suffer substantial emotional distress.

All Orion employees are required to report all details of a Sexual Violence incident (including the identities of both the victim and alleged perpetrator) to the Title IX Coordinator so immediate action can be taken to protect the victim, and take steps to correct and eliminate the cause of Sexual Violence. The Title IX Coordinator has the ultimate responsibility of safeguarding the rights and safety of all members of the institution’s population.

The Title IX Coordinator is required to explain to victims their rights and options with respect to confidentiality.

Orion will be unable to conduct an investigation into a particular incident or pursue disciplinary action against a perpetrator if a victim chooses to: (1) speak only to a physician, professional counselor, clergy member, sexual assault counselor, domestic violence counselor, or advocate; and (2) maintain complete confidentiality. Even so, these individuals can assist victims in receiving other necessary protection and support, such as victim advocacy, disability, medical/health or mental health services, or legal services, and will advise victims regarding their right to file a Title IX complaint with the School and a separate complaint with local or School police. A victim who at first requests confidentiality may later decide to file a complaint with Orion or report the incident to the police, and thus have the incident fully investigated. Exceptions are governed under Ohio law.

When a victim tells the Title IX Coordinator or another Orion employee about a Sexual Violence incident, the victim has the right to expect Orion to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably. In all cases, Orion strongly encourages victims to report Sexual Violence directly to the campus Title IX Coordinator.

All Orion employees must report to the Title IX Coordinator all relevant details about any Sexual Violence incidents of which they become aware. The School will need to determine what happened – and will need to know the names of the victim(s) and the perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the incident.

To the extent possible, information reported to the Title IX Coordinator or other School employees will be shared only with individuals responsible for handling the School's response to the incident. The School will protect the privacy of individuals involved in a Sexual Violence incident except as otherwise required by law. A Sexual Violence report may result in the gathering of extremely sensitive information about individuals in the campus community. While such information is considered confidential, School policy regarding access to public records and disclosure of personal information may require disclosure of certain information concerning a report of sexual violence. In such cases, efforts will be made to redact the records, as appropriate, in order to protect the
victim's identity and privacy and the privacy of other involved individuals. No School employee, including the Title IX Coordinator, should disclose the victim's identity to the police without the victim's consent or unless the victim has also reported the incident to the police.

If a victim requests of the Title IX Coordinator or another School employee to keep his/her identity completely confidential, the Title IX Coordinator will explain the School cannot always honor such request and guarantee complete confidentiality. If a victim wishes to remain anonymous or request no investigation be conducted or disciplinary action taken, then the School must weigh the request against the School's obligation to provide a safe, non-discriminatory environment for all students, employees and third parties, including the victim. Under those circumstances, the Title IX Coordinator will determine whether the victim’s request for complete confidentiality and/or no investigation can be honored under the facts and circumstances of the particular case, including whether the School has a legal obligation to report the incident, conduct an investigation or take other appropriate steps. Without information about a victim's identity, the School’s ability to meaningfully investigate the incident and pursue disciplinary action against the perpetrator may be severely limited.

The Title IX Coordinator will inform the victim of the initiation of an investigation prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the School's response to the incident. The Title IX Coordinator will remain mindful of the victim’s well-being, and will take ongoing steps to protect the victim from retaliation or harm, and work with the victim to create a safety plan. Retaliation against the victim, whether by students, employees or third parties, will not be tolerated. The School will not require a victim to participate in any investigation or disciplinary proceeding if the victim does not wish to participate. The School will not generally notify parents or legal guardians of a Sexual Violence report unless the victim is under 18 years old or the victim provides the School with written permission to do so.

VAWA/Campus SaVE Act mandate a written explanation of rights and options be provided to a student, employee, or third party who complains to the School claiming to be a victim of Sexual Violence, Domestic Violence, Dating Violence, or Stalking, whether the offense occurred on or off campus. It is the Title IX Coordinator’s responsibility to ensure this written notice is provided to the complainant/victim(s).

All complaints should be filed via the VAWA complaint form (attached) with the Orion designated Title IX Coordinator, who will provide you with assistance and support, and monitor and oversee overall compliance with laws and policies related to sexual violence. As required by the Violence Against Women Reauthorization Act of 2013 (20 U.S.C. 1092(f)) (VAWA), pursuant to its Campus Sexual Violence Elimination Act provision (Campus SaVE Act).

Your campus Title IX Coordinator is available to explain and discuss your right to file a criminal complaint; the School’s relevant complaint process, and your right to receive assistance with the process, including the investigation process; how confidentiality is handled; available resources, both on and off campus; and other related matters.
Resources are as follows:
Title IX Coordinator
Mary Taylor
340 Three Meadows Dr. Perrysburg, Ohio 43551
419-874-4496

Perrysburg, Ohio Police
Daniel O. Paez, Police Chief
330 Walnut St. Perrysburg, Ohio 43551
419-874-4321

U.S. Department of Education, Office for Civil Rights:
(800) 421-3481 or ocr@ed.gov
If you wish to fill out a complaint form online with the OCR, you may do so at:
http://www2.ed.gov/about/offices/list/ocr/complaintintro.html.

**INCLEMENT WEATHER**

The school reserves the right to close during bad weather or for other emergencies. The Director is responsible for cancelling school due to inclement weather. Please note that information about school closures will appear on all major news stations and Facebook. WTOL has Orion listed on their TEXT IT list of schools for closings and delays. Everyone is encouraged to sign up. The sign up link is:

http://www.toledonewsnow.com/category/156179/text-it-breaking-news-weather-school-closings-and-more

Orion Institute will be closed if Wood County is under a level 3 snow emergency. If your county is under a level 3, please notify the school. Students will not be considered absent when the school is officially closed or when a Level 3 emergency keeps them from coming to school. Students are advised to use their best judgment in determining if they should travel in bad weather.
ACADEMIC PROGRAMS
MASSAGE THERAPY PROGRAM

Orion Institute offers a 750 clock-hour Massage Therapy Diploma program designed to teach students the necessary skills required to become licensed as massage therapists. The curriculum is structured to include a lecture and clinical component as well as field experiences.

EDUCATIONAL OBJECTIVES

- To provide students with the skills and knowledge necessary for students to successfully complete the program.
- To emphasize the importance of ethical and professional behavior when interacting with clients and peers.
- To prepare students with the skills necessary for owning a private practice or working in a supervised environment.
- To teach students the effects of massage on the body, emotionally and physically, including the benefits and contraindications.
- To develop an understanding of the structure and function of the human body.
- To offer an education in massage therapy allowing graduates to pass the State Medical Board examination of Ohio, MBLEx, and the National Certification Examination for Therapeutic Massage and Bodywork.
- To provide graduates with the qualifications to seek employment as an entry-level massage therapist (after passing the state boards) or in a healthcare/fitness related field.

Instructors at Orion Institute utilize a variety of teaching tools and methods. This program is taught through a combination of lectures, labs, hands-on experience, clinics, field experience, and visual aids. The usage of Power Point equipment enables the instructors to effectively present information to the students onto a large screen.

PROGRAM OUTLINE: Day & Evening Classes: 750 total clock hours; 48 weeks, 4 twelve week quarters.

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NOTE: A clock hour is defined as a minimum of 50 minutes per instruction with a maximum ten-minute break between hours.

*These hours are hands-on hours of performing massages and do not include any hours made up due to absences.

**9 hours of this course is taught during Massage/Theory/Practice.

***This class includes hygiene as required by the State Medical Board of Ohio.

### COURSE DESCRIPTIONS

The Institute requires students to develop the knowledge and skills of massage techniques as well as understand business procedures. Therefore, the program offers courses designed to meet this need.

First quarter courses are classified as 101, second quarter courses as 102, third quarter courses as 103, and fourth quarter classes as 104.

#### Medical Terminology 101 - 16 hours

This class is taught during the first two weeks of class. A student must pass this class in order to continue the program. This class provides students a foundation early in the program so material may be more easily comprehended as the student progresses. This Medical Terminology class provides techniques of medical word building, which can be applied to acquire an extensive medical vocabulary.

#### Anatomy & Physiology 101 - 76 hours

Prerequisite: Medical Terminology 101

This class consists of the different levels of structural organization. Students will learn anatomical names and positions, medical terminology, and directional terms. The chemical levels of organization will be discussed and students will be introduced to muscle groups and the skeletal system.

#### Anatomy & Physiology 102 - 76 hours

Prerequisite: Anatomy & Physiology 101 and Medical Terminology 101

Students will continue to study the functions within the human body. Students will learn the skeletal system and muscles more in-depth, learning the origins, insertions, actions, and innervations of muscles. Students will also learn about the spinal and nervous systems.

#### Anatomy & Physiology 103 - 83 hours

Prerequisite: Anatomy & Physiology 101 and 102
This class will focus on various systems of the body, including the endocrine system and cardiovascular systems. Students will continue to review the skeletal and muscle systems.

**Anatomy & Physiology 104 - 76 hours**
Prerequisite: Anatomy & Physiology 101, 102, and 103

This class will analyze systems of the body, including the lymphatic, respiratory, digestive, and urinary systems. Students will continue to review muscle origins, insertions, and innervations.

**Business/Law 103 – 25 hours**

This class is taught within the Massage/Theory/Practice class time. This class (24 hours) teaches laws in the scope of massage therapy and practical business procedures, including marketing strategies, goal setting, and building a successful practice in the massage therapy profession.

An additional one (1) hour of ethics will be taught within Massage/Theory/Practice class as situations are addressed during clinic times.

**CPR 102 - 4 hours**

Certification in CPR is required. If a student holds current certification in CPR, s/he will need to provide the school with proof prior to 3rd quarter to be exempt from taking this class. The valid date of the CPR certification must extend through the student’s expected date of graduation.

**Clinic 103 and Clinic 104 - 100 hours**

The best way to learn how to practice massage therapy in the professional world is to actually do it. After the second quarter, students are required to gain experience working on the public. Clinic takes place at the school during class time. Students are evaluated on reviewing client in-take forms, relating to clients, professional and ethical behavior, attitude, professional appearance, and skills in performing the 50 required massages.

**Electives 103 - 4 hours**

In the 3rd quarter, students can elect to complete either a pre-approved field experience to perform massages or attend an Advanced Training Seminar from an approved list provided by the school at an additional cost.

**Electives 104 - 4 hours**

In the 4th quarter, students can elect to complete either a pre-approved field experience to perform massages or attend an Advanced Training Seminar from an approved list provided by the school at an additional cost.

**Ethics 102 - 25 hours**

During the Massage/Theory/Practice class in 2nd quarter, this class will cover ethics and how it pertains to the massage therapy profession. Various issues pertaining to ethics will be covered prior to beginning
Clinic in 3rd quarter. Issues will include student/client boundaries and the discussion of the Code of Ethics. Students learn how to resolve ethical dilemmas and will learn the importance of confidentiality. Additional hours will be spent covering various ethical situations from their class and clinical experience.

**Field Experience 103 - 7 hours**

Orion Institute expects its students to be as fully prepared as possible. Once a graduate becomes a licensed massage therapist, there are a variety of employment options and settings from which to choose. Therefore, it is essential the student, through the field experience, becomes accustomed to the diversity of clientele and situations may arise. In addition to their regularly scheduled class time in the 3rd quarter, students are required to participate in 7 hours of field experiences designated by the school and under the guidance of an on-site qualified supervisor.

**Field Experience 104 - 7 hours**

Orion Institute expects its students to be as fully prepared as possible. Once a graduate becomes a licensed massage therapist, there are a variety of employment options and settings from which to choose. Therefore, it is essential the student, through the field experience, becomes accustomed to the diversity of clientele and situations may arise. In addition to their regularly scheduled class time in the 4th quarter, students are required to participate in 7 hours of field experiences designated by the school and under the guidance of an on-site qualified supervisor.

**Massage/Theory/Practice 101 - 88 hours**

In this class, students will learn the history of massage and will be introduced to terminology and the physiological effects of massage as presented by John Harvey Kellogg, M.D., a pioneer in American Massage Therapy. This class will also address issues of hygiene, as required by the State Medical Board. Students will practice various massage techniques as part of their instruction, via a combination of lectures and hands-on experience.

**Massage/Theory/Practice 102 - 63 hours**

Prerequisite: Anatomy & Physiology 101  
Medical Terminology 101 and  
Massage/Theory/Practice 101

As different therapeutic modalities are introduced, the student learns how to effectively relieve symptoms of common pain due to postural stress or injury. Students are taught how to review a client’s medical profile and techniques to manage different client situations.

**Massage/Theory/Practice 103 - 24 hours**

Prerequisite: Anatomy & Physiology 102 and  
Massage/Theory/Practice 102

Students are taught to recognize contraindications to massage and when it is appropriate to refer the client to a physician. Students will begin performing massages in the student clinic and will be taught communications skills necessary for working with a diverse clientele. Students will also learn and practice marketing and retention of clients.
**Massage/Theory/Practice 104** - 40 hours
Prerequisite: Anatomy & Physiology 102 and Massage/Theory/Practice 102

 Students will continue to refine their skills and techniques while being introduced to different modalities.

**Pathology 102** - 16 hours

 Students will learn about various diseases of the body, including causes, signs, and symptoms.

**Pathology 104** - 16 hours

 Students will learn about various diseases of the body, including causes, signs, and symptoms. As a hands-on profession, students must know risk factors associated with certain diseases, including whether certain medical conditions indicate the need for massage treatment.

**MBLEEx Exam Review – Optional**

 Applicants 18 years of age or older are eligible to apply to become a Licensed Massage Therapist (LMT) with the Ohio State Medical Board provided they have graduated from a 750 clock hour (minimum) accredited Massage Therapy program and passed the MBLEx Exam. All applicants must also meet all the requirements for licensure under Ohio law.

 Although our classes review material required for licensure each quarter, an optional MBLEx Exam Review is offered for our graduates. This class is an overview of material taught throughout the year and is required by the State Medical Board of Ohio. This class serves to aid the student in preparation for the MBLEx Exam.

 Orion Institute also offers MBLEx review classes to any individuals interested in taking this examination. For dates, please contact the school or visit our website.
ADVANCED MASSAGE THERAPY PROGRAM

This fifteen (15) month, 1,000 hour Advanced Massage Therapy Diploma program is designed to teach students the necessary skills required to become licensed as massage therapists and certified as reflexologists through the addition of advanced massage therapy training. The curriculum is structured to include a lecture, clinical component, and field experience. In this advanced program, students will learn to focus on assessing the client's structural bodywork needs. Following training in assessment skills, students will be taught to integrate various advanced manual soft tissue techniques into a unique therapeutic program designed to meet the needs of individual clients.

During the first twelve (12) months of this program, students will be learning basic massage therapy skills required to become a massage therapist. The final three (3) months of the program will consist of advanced techniques that allow the students to experience a variety of professional environments and specific physiological conditions of clients which prepare them for more specialized advanced massage therapy and reflexology techniques.

Upon graduating from the advanced massage therapy program, graduates will receive a diploma in massage therapy, qualifying them to take the Massage and Bodywork Licensing Examination (MBLEx) to become licensed massage therapists. Graduates will also be eligible to sit for national exam for reflexology certification by the American Reflexology Certification Board.

EDUCATIONAL OBJECTIVES

- To provide students with the skills and knowledge necessary for students to successfully complete the program.
- To emphasize the importance of ethical and professional behavior when interacting with clients and peers.
- To prepare students with the skills necessary for owning a private practice or working in a supervised environment.
- To teach students the effects of massage on the body, emotionally and physically, including the benefits and contraindications.
- To develop an understanding of the structure and function of the human body.
- To offer an education in massage therapy allowing graduates to pass the State Medical Board examination of Ohio, MBLEx, and the National Certification Examination for Therapeutic Massage and Bodywork.
- To provide graduates with the qualifications to seek employment as an entry-level massage therapist (after passing the state boards) or in a healthcare/fitness related field.
- To develop an understanding of the structure and function of the human body and how it relates to meridians and zone reflexes in the body in relation to reflexology.
- To offer an education in reflexology that will allow graduates to pass the reflexology exam which is offered by the American Reflexology Certification Board.
- To provide graduates with the qualifications to seek employment as an entry-level reflexologist (after passing the exam offered by ARCB).
- To provide students with advanced skills in massage therapy which will provide them with the skills, confidence, and knowledge to perform advanced massage techniques on specific physiological conditions which affect the soft tissues in the body.
**PROGRAM OUTLINE:** Day & Evening Classes: 1,000 total clock hours; 60 weeks, 5 twelve week quarters.

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**TOTAL** 673 327
The Institute requires students to develop the knowledge and skills of massage techniques as well as understand business procedures. Therefore, the program offers courses designed to meet this need.

First quarter courses are classified as 101, second quarter courses as 102, third quarter courses as 103, and fourth quarter classes as 104.

**Medical Terminology 101 - 16 hours**

This class is taught during the first two weeks of class. A student must pass this class in order to continue the program. This class provides students a foundation early in the program so material may be more easily comprehended as the student progresses. This Medical Terminology class provides techniques of medical word building, which can be applied to acquire an extensive medical vocabulary.

**Anatomy & Physiology 101 - 76 hours**
Prerequisite: Medical Terminology 101

This class consists of the different levels of structural organization. Students will learn anatomical names and positions, medical terminology, and directional terms. The chemical levels of organization will be discussed and students will be introduced to muscle groups and the skeletal system.

**Anatomy & Physiology 102 - 76 hours**
Prerequisite: Anatomy & Physiology 101 and Medical Terminology 101

Students will continue to study the functions within the human body. Students will learn the skeletal system and muscles more in-depth, learning the origins, insertions, actions, and innervations of muscles. Students will also learn about the spinal and nervous systems.

**Anatomy & Physiology 103 - 83 hours**
Prerequisite: Anatomy & Physiology 101 and 102

This class will focus on various systems of the body, including the endocrine system and cardiovascular systems. Students will continue to review the skeletal and muscle systems.

**Anatomy & Physiology 104 - 76 hours**
Prerequisite: Anatomy & Physiology 101, 102, and 103

This class will analyze systems of the body, including the lymphatic, respiratory, digestive, and urinary systems. Students will continue to review muscle origins, insertions, and innervations.

**Business/Law 103 – 25 hours**

This class is taught within the Massage/Theory/Practice class time. This class (24 hours) teaches laws in the scope of massage therapy and practical business procedures, including marketing strategies, goal setting, and building a successful practice in the massage therapy profession.
An additional one (1) hour of ethics will be taught within Massage/Theory/Practice class as situations are addressed during clinic times.

**CPR 102 - 4 hours**

Certification in CPR is required. If a student holds current certification in CPR, s/he will need to provide the school with proof prior to 3rd quarter to be exempt from taking this class. The valid date of the CPR certification must extend through the student’s expected date of graduation.

**Clinic 103 and Clinic 104 - 100 hours**

The best way to learn how to practice massage therapy in the professional world is to actually do it. After the second quarter, students are required to gain experience working on the public. Clinic takes place at the school during class time. Students are evaluated on reviewing client in-take forms, relating to clients, professional and ethical behavior, attitude, professional appearance, and skills in performing the 50 required massages.

**Electives 103 - 4 hours**

In the 3rd quarter, students can elect to complete either a pre-approved field experience to perform massages or attend an Advanced Training Seminar from an approved list provided by the school at an additional cost.

**Electives 104 - 4 hours**

In the 4th quarter, students can elect to complete either a pre-approved field experience to perform massages or attend an Advanced Training Seminar from an approved list provided by the school at an additional cost.

**Ethics 102 - 25 hours**

During the Massage/Theory/Practice class in 2nd quarter, this class will cover ethics and how it pertains to the massage therapy profession. Various issues pertaining to ethics will be covered prior to beginning clinic in 3rd quarter. Issues will include student/client boundaries and the discussion of the Code of Ethics. Students learn how to resolve ethical dilemmas and will learn the importance of confidentiality. Additional hours will be spent covering various ethical situations from their class and clinical experience.

**Field Experience 103 - 7 hours**

Orion Institute expects its students to be as fully prepared as possible. Once a graduate becomes a licensed massage therapist, there are a variety of employment options and settings from which to choose. Therefore, it is essential the student, through the field experience, becomes accustomed to the diversity of clientele and situations which may arise. In addition to their regularly scheduled class time in the 3rd quarter, students are required to participate in 7 hours of field experiences designated by the school and under the guidance of an on-site qualified supervisor.
Field Experience 104 - 7 hours

Orion Institute expects its students to be as fully prepared as possible. Once a graduate becomes a licensed massage therapist, there are a variety of employment options and settings from which to choose. Therefore, it is essential the student, through the field experience, becomes accustomed to the diversity of clientele and situations which may arise. In addition to their regularly scheduled class time in the 4th quarter, students are required to participate in 7 hours of field experiences designated by the school and under the guidance of an on-site qualified supervisor.

Massage/Theory/Practice 101 - 88 hours

In this class, students will learn the history of massage and will be introduced to terminology and the physiological effects of massage as presented by John Harvey Kellogg, M.D, a pioneer in American Massage Therapy. This class will also address issues of hygiene, as required by the State Medical Board. Students will practice various massage techniques as part of their instruction, via a combination of lectures and hands-on experience.

Massage/Theory/Practice 102 - 63 hours
Prerequisite: Anatomy & Physiology 101
Medical Terminology 101 and
Massage/Theory/Practice 101

As different therapeutic modalities are introduced, the student learns how to effectively relieve symptoms of common pain due to postural stress or injury. Students are taught how to review a client’s medical profile and techniques to manage different client situations.

Massage/Theory/Practice 103 - 24 hours
Prerequisite: Anatomy & Physiology 102 and
Massage/Theory/Practice 102

Students are taught to recognize contraindications to massage and when it is appropriate to refer the client to a physician. Students will begin performing massages in the student clinic and will be taught communications skills necessary for working with a diverse clientele. Students will also learn and practice marketing and retention of clients.

Massage/Theory/Practice 104 - 40 hours
Prerequisite: Anatomy & Physiology 102 and
Massage/Theory/Practice 102

Students will continue to refine their skills and techniques while being introduced to different modalities.

Pathology 102 - 16 hours

Students will learn about various diseases of the body, including causes, signs, and symptoms.
Pathology 104 - 16 hours

Students will learn about various diseases of the body, including causes, signs, and symptoms. As a hands-on profession, students must know risk factors associated with certain diseases, including whether certain medical conditions indicate the need for massage treatment.

Reflexology 105 - 76 hours

Students will review anatomy and physiology of the body systems in relation to reflexology, focusing on the hands-on palpation of landmarks with sensory identification of areas and map reflexes as anatomically reflected on the feet. Coursework will include the history and theory of reflexology, reflexology zones, and meridians. Students will also learn how the reflexes are affected by stimulation to the feet through hands-on experience. Classroom study includes hands-on techniques, relaxation techniques, marketing, and documentation. This class includes 10 hours of on-site supervised clinic which is performed at the school during class time. It must be noted the American Reflexology Certification Board (ARCB) requires 110 hours of instruction in order to be eligible for their national certification exam. As this class is 76 hours, the remaining 34 hours are integrated within this Advanced Massage Therapy program, which is permitted by ARCB.

On-site Chair Massage 105 - 25 hours

This course is specifically designed for students to learn how to perform a 10 to 15 minute on-site chair massage on the back, neck, shoulders, the arms, hands, and scalp on a fully clothed person using a chair specifically designed for this purpose. This class includes 19 hours of scheduled class and clinic time and 6 hours of field experience performing supervised chair massages.

Medical Massage and Advanced Techniques I 105 - 19 hours

This course consists of a wide variety of medical massage techniques and topics which are based on current trends in the industry. Topics may include, but not limited to, Massage for People Living with Cancer, Pregnancy Massage, Eastern Philosophy/Meridian Therapy, Baby’s First Massage, and Active Isolated Stretching.

Sports Massage Pre-Event 105 - 17 hours

Students will be able to identify specific muscles involved in specific sports and the best techniques to apply based on such sport. Students will gain an understanding of the differences between pre-event and post-event sports massage. Specific sports injuries will be discussed such as tennis elbow and golfer’s elbow and what techniques should be applied. Students will gain an understanding of sports massage techniques such as PNF and will be able to identify which stretches are most appropriate for an athlete. This sports massage class includes 7 hours of supervised sports massages at either clinics and/or sporting events. Students can use Saturdays to complete massage hours at sporting events.

Sports Massage Post-Event 105 - 17 hours

Recovery is the primary purpose of post-event sports massage and students will learn sports massage techniques intended to facilitate a faster healing process for the athlete. Students will learn to relax the muscle tone, improve an athlete’s recovery circulation, and restore an athlete’s flexibility which will
allow a quicker recovery and return to training without the usual stiffness and soreness. Post-event massage can also be the first assessment for potential injuries, and more serious medical conditions (heat exhaustion or hypothermia), which students will learn how to recognize and know what to do. This sports massage class includes 7 hours of supervised sports massages at either clinics and/or sporting events. Students can use Saturdays to complete massage hours at sporting events.

**Postural Analysis and Myofascial Release Upper Extremities 105** - 14 hours

In this class, students will learn how to perform a postural assessment to analyze how one holds his or her body against gravity. Students will learn this by observing the way a client sits, walks, and stands and will be shown how to use a plumb line. Computerized analysis of postural analysis will also be discussed. In learning how to perform a postural analysis, students will be able to determine which area of a person’s body is under more strain than other areas, and which muscles are causing this strain. Students will also learn specific myofascial release techniques for the upper body which will help ease this strain.

**Postural Analysis and Myofascial Release Lower Extremities 105** - 14 hours

In this class, students will continue to perform postural assessments and will learn specific myofascial release techniques for the lower body which will help ease the postural imbalances in the body and relieve any pain involved.

**Medical Massage and Advanced Techniques II 105** - 14 hours

This course consists of a wide variety of medical massage techniques and topics which are based on current trends in the industry. Topics may include, but not limited to, Massage for People Living with Cancer, Pregnancy Massage, Eastern Philosophy/Meridian Therapy, Baby’s First Massage, and Active Isolated Stretching.

**Muscle Lab 105** - 12 hours

During Weeks 1 through 12, students are required to participate in a muscle lab at the school outside of regularly scheduled class time for a total of 12 hours.

**ELECTIVES:**

Students in the Advance Massage Therapy program are required to select one of the following two course electives to complete their program requirements: For those students who are unable to participate in the European course, the Manual Lymphatic Drainage course will be offered on campus consisting of the same amount of clock hours.

**European Spa Massage 105** – 42 hours

This course consists of a field experience trip to England, which consists of visits and tours to the Roman Bath Museum, Thermae Bath Spa, and coursework such as Thai Massage, European Body wraps, Indian Head Massage, or Bamboo massage. Please refer to Attachment C for additional European Spa Massage information. Note this elective is offered on a limited basis. Please contact your admission’s representative for availability.
Lymph Massage and Understanding Lymphedema 105 - 42 hours

In this class you will learn about the Lymphatic System and its relationship to detoxification and chronic health conditions. You will learn Full Body Manual Lymph Drainage techniques, and discussion regarding the roots of developing chronic conditions in the lymphatic system. Lymph Massage protocols for detoxification and minor pathologies will be addressed along with distinguishing primary from secondary lymphedema.

MBLEx Exam Review – Optional

Applicants 18 years of age or older are eligible to apply to become a Licensed Massage Therapist (LMT) with the Ohio State Medical Board once they have graduated from an accredited Massage Therapy 750 hour program and have passed the MBLEx Exam. All applicants must meet all the requirements for licensure under Ohio law.

Although our classes review material required for boards each quarter, an optional MBLEx Exam Review is offered for our graduates. This class is an overview of material taught throughout the year and is required by the State Medical Board of Ohio. This class serves to aid the student in preparation for the MBLEx Exam.

Orion Institute offers MBLEx review classes to any community members or out of state individuals interested in preparation for this examination. It is offered at various times throughout the year and consists of 4 hours per day over 5 days and the cost is $200.00. For dates, please contact the school or visit our website. It is highly recommended you reserve a space in this class in advance.
The educational objective of this program is to prepare students for employment as entry-level medical assistants or related positions in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Students study the structure, function and medical terminology of the major body systems. They learn diagnostic and therapeutic procedures, computer skills, administrative processes, bookkeeping and the processing of medical insurance forms and claims.

The graduate should be able to carry out clinical procedures such as vital signs, routine office-lab procedures, EKG, venipuncture, preparing the patient for physical exams and assisting the physician MT220 with these exams. The Medical Assistant possesses a thorough understanding of ethical principles and applies them in dealing with the contractual doctor-patient relationship. NOTE: There will be outside work required for the Medical Assisting program, as detailed on class syllabi. Outside work hours listed are the amount for the average student and some students may take more or less time than what is listed.

The medical assisting profession has become indispensable to the health care field, as physicians are more reliant on medical assistants for their front & back office skills. Their services are used in medical offices, ambulatory care providers, clinics, hospitals, urgent care centers, medical supply businesses, home health agencies, insurance providers, pharmaceutical companies and other areas.

**PROGRAM OUTLINE:** Day classes: 32.5 credit hours (900 clock hours & 180 outside work hours); 40 weeks, 4 ten week Semesters (Terms)

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Outside Work Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AH100</td>
<td>Principles of Pharmacology</td>
<td>60</td>
<td>15</td>
<td>2.5</td>
<td></td>
</tr>
<tr>
<td>AH110</td>
<td>Anatomy &amp; Physiology 1</td>
<td>60</td>
<td>15</td>
<td>2.5</td>
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<tr>
<td>AH120</td>
<td>Medical Law and Ethics</td>
<td>40</td>
<td>10</td>
<td>1.5</td>
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<tr>
<td>AH130</td>
<td>Medical Terminology 1</td>
<td>40</td>
<td>10</td>
<td>1.5</td>
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<tr>
<td>AH140</td>
<td>Medical Business &amp; Computer Practices</td>
<td>45</td>
<td>35</td>
<td>20</td>
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<tr>
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<tr>
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<td>Medical Terminology 2</td>
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<tr>
<td>MT100</td>
<td>Clinical Procedures</td>
<td>70</td>
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<td>5.5</td>
</tr>
<tr>
<td>MT120</td>
<td>Computer Applications in Healthcare</td>
<td>30</td>
<td>30</td>
<td>15</td>
<td>2.5</td>
</tr>
<tr>
<td>MT200</td>
<td>Advanced Clinical Procedures for Med Assisting</td>
<td>60</td>
<td>30</td>
<td>22.5</td>
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<td>PD100</td>
<td>Professional Development</td>
<td>30</td>
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<tr>
<td>MT220</td>
<td>Externship</td>
<td>180</td>
<td></td>
<td>4</td>
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<td><strong>TOTALS</strong></td>
<td></td>
<td><strong>555</strong></td>
<td><strong>345</strong></td>
<td><strong>180</strong></td>
<td><strong>32.5</strong></td>
</tr>
</tbody>
</table>
COURSE OUTLINE:

**AH100 Principles of Pharmacology** – 2.5 Credit Hours
In this course, emphasis is placed on basic pharmacology which includes the understanding of the action of drugs such as: absorption, distribution, metabolism and excretion of drugs by the body. Students study drug classifications and learn the most commonly prescribed drugs. Students learn what a formulary is and learn to match drugs to common conditions. They also learn how to match drugs to lab findings.

Students also learn the different units of measurement in metric, apothecary and household systems. They learn to identify both abbreviations and symbols used in calculating medication dosages and in writing prescriptions. Students apply mathematical computations to solve equations and demonstrate knowledge of basic math.

**AH110 Anatomy & Physiology 1**– 2.5 Credit Hours
This course seeks to establish a thorough working knowledge of all the systems of the human body, covering all basic information necessary for a general understanding of the structure and function with emphasis on anatomical orientation including anatomical online lookup in conjunction with medical terminology. Topics include organization of the body, chemistry of life, cell structure and function, body tissues and membranes, blood, lymphatic’s, immunity, human development and birth, and human genetics. Body systems covered include integumentary, musculoskeletal, nervous, sensory, endocrine, circulatory, respiratory, digestive, urinary, and reproductive. The oncology, psychiatry, radiology and nuclear medicine specialties will be introduced during this course.

Included with this course is Pathophysiology which is a study of specific disease processes by human body systems. The course emphasizes the etiology (cause), signs and symptoms, diagnostic tests, treatment, and outcomes of disease.

**AH120 Medical Law and Ethics** - 1.5 Credit Hours
This course introduces students to common legal terminology as well as various statutes. The material enables students to understand how to competently and confidently manage legal and ethical issues when they arise in the health care industry. Students discover the makings of the lawsuit from the examination room to the courtroom and learn steps for avoiding a medical malpractice suit. Students learn to identify and respond to issues of confidentiality and perform within legal boundaries. Special emphasis is placed on federal acts which impact those working in the medical industry including HIPAA, ASHA, ADA (Americans with Disabilities Act), ERISA (Employment Retirement Income Security Act), and FLSA (Fair Labor Standards Act). In this course, students also learn the standards of Ethical Coding of the AHIMA (American Health Information Management Association) and the Code of Ethics for AAMA (American Association of Medical Assistants).

**AH130 Medical Terminology 1** - 1.5 Credit Hours
This course covers the structure, meaning, and use of medical terms related to diseases of and procedures performed on the human body. It is designed to teach students to accurately spell, pronounce and define common medical terms related to major disease processes, diagnostic procedures, laboratory tests, abbreviations, drugs, and treatment modalities.
Systems studied include integumentary, musculoskeletal, nervous, sensory organs, endocrine, cardiovascular, respiratory, reproductive, genitourinary, and digestive. Units on psychiatry and pharmacology are also covered. As each body system is introduced, students will be introduced to the basic word-building principles.

**AH140 Medical Business and Computer Practices** - 3 Credit Hours
In this course, students will be introduced to basic practice finances including basic bookkeeping, accounting and banking procedures. They learn the many administrative functions of the medical office including appointment scheduling and monitoring, the filing of medical records, proper telephone techniques, and preparing and maintaining medical records. They are also introduced to the different types of managed care and insurance plans and procedural and diagnostic coding. Students will learn interpersonal skills as they relate to patients and coworkers. They learn how to recognize and understand verbal and nonverbal communication, motivation, concepts and memory processes. They learn the basic needs of life and become skilled at applying these principles to patient behaviors. Common defense mechanisms and stress-induced illnesses and conditions are discussed. Developmental stages of the life cycle are presented and students will learn how to assist patients with special needs. Special emphasis is placed on communication with patients from other cultures, over the phone and through electronic technology.

**AH150 Anatomy & Physiology** 2 – 2.5 Credit Hours
This course seeks to further build upon a thorough working knowledge of all the systems of the human body. Additional in-depth information is covered necessary for a general understanding of the structure and function with emphasis on anatomical orientation. This includes anatomical online lookup in conjunction with medical terminology.

**AH160 Medical Terminology** 2 - 2.5 Credit Hours
This course further builds upon the structure, meaning, and use of medical terms related to diseases of and procedures performed on the human body. The course is designed to introduce more advanced concepts for students regarding medical terms related to major disease processes, diagnostic procedures, laboratory tests, abbreviations, drugs, and treatment modalities.

**MT100 Clinical Procedures** – 5.5 Credit Hours
This course will provide students with a thorough introduction to OSHA guidelines and infection control procedures as well as many safety techniques including the importance of Materials Safety Data Sheets (MSDS) in a healthcare setting. Students will learn and be able to demonstrate the basic principles for interviewing a patient and obtaining a medical history. They will be able to demonstrate aseptic hand washing, vital signs measurement, height and weight, proper positioning and draping of a patient for various examinations and specialty examinations including: physical therapy, pap and pelvic procedures, pregnancy exams, and eye and ear procedures. Students are introduced to the fundamentals of preparing for and assisting with minor office surgeries including important steps in the sanitization, disinfection and sterilization of instruments.
Students also learn phlebotomy procedures and will perform many CLIA (Clinical Laboratory Improvement Amendments) waived tests.

This course also introduces students to proper procedures in responding to emergencies including; heart attack, breathing cessation, and various injuries. Students will have the opportunity to obtain CPR certification and first aid certification. Students learn to apply electrocardiography (ECG or EKG) leads and record a 12-lead electrocardiogram.

**MT120 Computer Applications in Health Care** – 2.5 Credit Hours
Electronic Medical Records and Practice Management software are introduced in this course. Students are trained on two medical office simulators; one practice manager referred to as SimCharts™ and one electronic medical record (EMR) referred to as Electronic Health Records. They will have hands-on practice in performing common billing and collection procedures, creating an Electronic Medical Record, creating electronic prescriptions and lab requisitions, perform electronic histories and document subjective impressions into an electronic progress note, register patients electronically and perform electronic scheduling functions, complete electronic insurance claim forms, and simulate submitting them electronically to the insurance company, post payments, and perform electronic billing procedures.

**MT200 Advanced Clinical Procedures for Med Assisting** – 3.5 Credit Hours
In this course, students will incorporate their cognitive knowledge in the performance of psychomotor and affective domains in providing patient care in accordance with regulations, policies, laws, and patient rights; plus communicating effectively, both orally and writing; medical business practices; and applying quality control measures.

They also may prepare for the Registered Phlebotomy Technician certification exam from the American Medical Technologists (http://www.americanmedtech.org/) certification agency.

**PD100 Professional Development** – 1 Credit Hour
Professional Development takes an in-depth look at the ways to achieve and maximize each student’s success in building a future with their newly obtained skills. Through multiple workshops and coursework the Professional Development course covers topics such as setting and managing goals, personal finances, defining quality of performance in the workplace, recognizing the importance of relational communication and knowing when/where to use it for the most effective outcome, as well as reviewing and understanding steps in the employment process from an employer’s point of view.

Understanding steps also include developing successful tools for networking and job searching in today’s tough economy, understanding the concepts behind interviewing, answering those tough interview questions, recognizing several aspects of skill sets and building critical marketing documents such as cover letter, resume, and thank you letter for landing and securing your future career.

**MT220 Externship** – 4 credit hours
Upon successful completion of prerequisite course work the students participate in a 180 hour externship (practicum) at an approved facility. The externship provides the student an opportunity to apply the principles and practices learned in the classroom and utilize entry level medical assisting skills working with patients. Medical assisting externs work under the direct supervision of qualified personnel at
participating externship sites, and under general supervision of the school staff. Externs are evaluated by supervisory personnel at the site after completion of 180 hours. Completed evaluation forms are placed in the students’ permanent records. Students must successfully complete their externship experience in order to fulfill requirements for graduation. The student receives no remuneration while gaining valuable experience.

The externship portion provides the student an opportunity to prepare for the Medical Assisting certification exams. Students work under the general supervision of the school staff. Students are evaluated by an instructor or externship (practicum) coordinator at weekly intervals.
ACADEMIC SCHEDULE

Classes are in continuous session during all months of the calendar year. All classes are scheduled at the discretion of the school, but they are presented so students can plan their work schedules around them. The school year consists of 10 or 12 week academic terms with holiday breaks (as listed on Attachment “C”).

Classes are held Monday through Saturday from 7:00 a.m. until 10:45 p.m. Specific times depend on class scheduling and can change from term to term. Friday or Saturday attendance may be required for diploma programs to complete any missed work, make-up assignments, or make-up sessions resulting from holidays or bad weather closings.

NOTE: For Military Veteran Students (VA), the MT program day classes meet twice a week from 8:30 am to 5:00 pm. Evening classes meet four times a week (Monday – Thursday) from 5:30 pm to 9:30 pm. The MA program day classes meet four times a week (Monday – Thursday) from 8:30 am to 1:00 pm. The AMT program day classes generally meet three times a week, Thursday & Friday from 8:30 am to 4:30 pm and Saturday from 8:30 am to 12:30 pm. (Orion reserves the right to make changes in start times/days if necessary prior to class start date).

CLASS AVAILABILITY

There are many factors which affect the scheduling of classes. While Orion Institute strives to accommodate the scheduling needs of all students, Orion Institute cannot promise or guarantee the availability of any class and specifically reserves the right in its sole discretion to cancel any class, change room or location, dates, times, or otherwise change the availability of any class. We understand these changes can be challenging for some students and will try to provide as much notice as possible when they are necessary.

CLASS SIZE

The maximum class size is thirty (30) students per instructor.

SCHOOL HOURS

Classes can be offered Monday through Saturday between 7:00 a.m. until 10:45 p.m. Current class and make-up schedules are posted by the Education Department.

SCHOOL OBSERVED HOLIDAYS

- New Year’s Day
- MLK Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
*** Holidays are not considered absences; however, in order to remain compliant with the clock hour program requirements, the school may adjust the calendar.

CONSTITUTION DAY OBSERVANCE

The Orion Institute proudly observes Constitution Day and holds an annual educational program for all staff and students. This program is held on campus on a day nearest to September 17th.

GRADUATION REQUIREMENTS

The candidate for a Diploma or a Certificate must:

1. Have successfully completed all specified requirements for the Diploma or Certificate.
2. Earned a cumulative grade point average of at least 2.0, “C” (70%), except for Massage Therapy programs, as follows:
   a. Completion of all course work in each class, lab, and clinic with a grade of at least 75%.
   b. Receive a passing evaluation (at least 75%) on the performance of a massage on an LMT assigned by the school.
   c. Complete CPR Certification.
3. Achieve the level of performance in each skill area required for graduation.
4. Be free from all indebtedness to the school.
5. Any borrowed or rented property which belongs to the Institute (books, videos, massage tables, chairs) must be returned and be in acceptable condition.
6. Complete the program within 1.5 times the normal program length.
7. Complete Exit Counseling.

Upon completing all requirements above, the student will receive a diploma indicating all program requirements have been successfully completed. Graduates from Massage Therapy programs will also be eligible to sit for the MBLEx Examination.

Graduates from Massage Therapy programs at Orion Institute are also qualified to apply for a State of Ohio License. Upon receiving a diploma, graduates will be eligible to sit for the exam. To obtain Ohio State Medical Board Licensure, graduates must apply directly to the Ohio State Medical Board by submitting an application packet, Massage and Bodywork Licensing Exam (MBLEx) Test Scores, Fingerprints, and copy of their diploma. The Licensure fee of $150, payable to the State Medical Board, must accompany the application. Applicants for the State Medical Board of Ohio are also required to complete a criminal background check as part of their application process. For more information please see www.med.ohio.gov.

Orion Institute will allow graduating students with a grade percentage average between 70% - 74.9% at the end of his/her final term to take the MBLEx test as a proficiency marker/determinant for graduation eligibility from the Massage Therapy program. Students attaining this percentage will be given the option of either retaking the failed class or demonstrating passing proficiency by taking the MBLEx exam and scoring the minimum passing grade. This passing grade will supplant the student’s current grade percentage average and be accepted as a passing grade for the class. It is the responsibility of the student
to notify Orion Institute via a hard copy of the official MBLEx score as proof of having received a passing grade on the MBLEx exam.
INSTITUTIONAL TUITION REFUND POLICY

Refunds shall be made within thirty days after the school has determined a student has withdrawn unless another refund period is mandated by the use of state or Federal financial aid funds. If a student ceases attending school but does not officially notify the school of their withdrawal, the school must treat the student as withdrawn within sixty days of the student’s last date of attendance or participation in an academic activity.

State refund policy for programs organized on a clock hour basis:

(a) All clock hour programs which exceed three hundred clock hours must be broken into academic terms in accordance with paragraph (F)(11)(b) of this rule and as approved by the board. The number of clock hours in each academic term must be set forth on the school’s enrollment agreement. Each academic term shall constitute a separate refund period.

(b) For programs operating on a clock hour basis, programs of three hundred to six hundred hours will be considered equivalent to two academic terms and; therefore, shall be divided by two. Programs of six hundred to nine hundred clock hours shall be considered to be equivalent to three academic terms and shall be divided by three. Programs more than nine hundred hours but are normally completed in less than one calendar year, shall be divided by four. Programs normally completed in more than one year shall consider the clock hours scheduled in the second year as new academic terms and those clock hours occurring in the second year shall be divided in accordance with this paragraph.

(c) Refunds in clock hour programs shall be made for each academic term in accordance with the following procedures:

(i) A student who starts class and withdraws before the academic term is fifteen per cent completed will be obligated for twenty-five per cent of the tuition and refundable fees for the current academic term plus the registration fee.

(ii) A student who starts class and withdraws after the academic term is fifteen per cent complete but before the academic term is twenty-five per cent completed will be obligated for fifty per cent of the tuition and refundable fees for the current academic term plus the registration fee.

(iii) A student who starts class and withdraws after the academic term is twenty-five per cent complete but before the academic term is forty per cent completed will be obligated for seventy-five per cent of the tuition and refundable fees for the current academic term plus the registration fee.

(iv) A student who starts class and withdraws after the academic term is forty per cent completed will not be entitled to a refund of the tuition and fees for the current academic term.

<table>
<thead>
<tr>
<th>% term completed</th>
<th>% tuition charged</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-14.99%</td>
<td>25%</td>
</tr>
<tr>
<td>15-24.99%</td>
<td>50%</td>
</tr>
</tbody>
</table>
State refund policy for programs organized on a **credit hour** basis:

- A student who starts class and withdraws during the first full calendar week of the quarter or semester shall be obligated for twenty-five per cent of the tuition and refundable fees for academic term plus the registration fee.
- A student who withdraws during the second full calendar week of the academic term shall be obligated for fifty per cent of the tuition and refundable fees for the current academic term plus the registration fee.
- A student who withdraws during the third full calendar week of the period academic term shall be obligated for seventy-five per cent of the tuition and refundable fees for the current academic term plus the registration fee.
- A student who officially withdraws beginning with the fourth full calendar week of the academic term will not be entitled to a refund of any portion of the tuition or refundable fees.

**Summary Chart of Institutional/State Refund Policy - Credit Hour:**

<table>
<thead>
<tr>
<th>week completed</th>
<th>% tuition charged</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>25%</td>
</tr>
<tr>
<td>Week 2</td>
<td>50%</td>
</tr>
<tr>
<td>Week 3</td>
<td>75%</td>
</tr>
<tr>
<td>Week 4</td>
<td>100%</td>
</tr>
</tbody>
</table>

If a student withdraws from the Institute with a balance due, and does not make any efforts to repay such balance, the student will be required to pay any collection fees (in addition to the unpaid balance) incurred on behalf of the Institute to attempt to collect the balance.

Books or supplies delivered to the student become the property and responsibility of the student. Used books and supplies are not returnable or refundable once received by the student. Textbooks and supplies can only be returned if they are unused, unopened, and in new condition. Refer to our Cancellation Policy for cancellations.

**Cancellation Policy**

If a student cancels within five calendar days of signing the Enrollment Agreement, all fees are refundable. An applicant requesting cancellation more than 5 calendar days after signing an Enrollment Agreement and making an initial payment, but prior to the first day of class, is entitled to a refund of all monies paid minus application and registration fees but in no event may the school retain more than $125. Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within five business days following either the regularly scheduled orientation procedures or following a tour of the facilities and inspection of equipment where training and services are provided. The Institute
reserves the right to cancel a program start if it determines there is insufficient enrollment. In the event that a program start is cancelled, all money paid by the student will be refunded in full. Refunds shall be made no later than thirty days after cancellation. Refer to the refund policy for an explanation of amounts due, if any.

For the purpose of payment plans (if applicable), Orion Institute complies with all policies in Regulation Z by providing all necessary truth-in-lending information and documents. For the purpose of withdrawals and refunds, the last date of attendance will be used to calculate the refund. As per Orion Institute policy, student attendance is required to be taken for each scheduled class period. If a student does not notify the school of their intent to withdraw from school and stops attendance, the school will use the student’s LDA for the refund calculation. Orion Institute follows the Department of Education Return to Title IV policy.

**Return of Federal Title IV Funds**

When Orion Institute has determined a student has withdrawn, they will use the last day of attendance (LDA) based on actual student attendance records to perform the refund calculation. This last date of academic attendance is commonly referred to as the Last Day of Attendance (LDA); this date is used to determine the amount of Federal Student Aid to which a student may be entitled. As an institution which is required to take attendance, attendance records are a highly reliable portion of the student’s overall record at Orion Institute. The actual last day of attendance is used for all students who cease attendance, whether they officially or unofficially withdraw or are dismissed by the school. The Student Financial Service Office will perform a Return of Title IV (R2T4) calculation using U.S. Department of Education software, taking information from the student’s record to determine the percentage of Federal Student Aid to which the student is entitled. This calculation is separate from the institutional refund calculation, and could result in a balance owed to Orion Institute. An R2T4 calculation is performed for all students eligible for Federal Student Aid, who have officially withdrawn during any term, have dropped within the refund period, have unofficially withdrawn (stopped attending), or have been dismissed by Orion Institute.

Students must be aware if they withdraw from their program the school must calculate the required R2T4 Federal refund policy and the student may owe the school for charges which may have been previously covered by Federal Financial Aid.

Per Federal regulations, all Title IV refunds must be returned to the originator within forty-five (45) days of the Date of Determination of the student’s withdrawal. If a student withdraws from school at or before the 60% point, the student may have a BALANCE DUE to the school.

If a student withdraws from school after the 60% point and is eligible for a Title IV disbursement but withdraws before the disbursement is posted to their account, the student will be notified by
Orion Institute if they are eligible for a post-withdrawal disbursement. In the case of loans the student will have the opportunity to decline or accept the post-withdrawal disbursement.

Allocations of any Title IV refunds, in accordance with Federal regulations, shall be made in the following order: Federal Direct Unsubsidized loan, Federal Direct Subsidized loan, Federal Plus loan, and Federal Pell Grant.

**Credit Hour**

Recalculation is based on the percentage of earned aid using the following federal Return of Title IV (R2T4) funds formula for Credit Hour programs:

To calculate the amount of Title IV funds not earned by a credit hour student, the school must determine the last date of attendance. The amount of earned financial aid is calculated on a daily basis from the first day of classes. The process uses calendar rather than business days. Earned aid is determined by taking the number of days attended before enrollment ended divided by the total number of days in the payment period or period of enrollment (first day of instruction until the last day of attendance, any schedule institutional break of five days or more is not counted as part of the days in the term.)

Number of Days Attended
Number of Days in the payment period/ period of enrollment/term
= % of aid earned

**Clock Hour**

Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV (R2T4) funds formula for Clock Hour Programs:

The amount of Title IV funds received and the number of hours scheduled in a payment period determine the amount of funds earned. The Federal formula requires the school determine the percentage of Title IV funds earned by using the following formula. (Any break of five days or more is not counted as part of the days in the payment period.)

Amount Earned = \( \frac{\text{Hours scheduled}}{\text{Hours in Payment Period}} \)

*up to and including the last day of attendance

Amount Earned = hours scheduled up to and including the last date of attendance divided by hours in the payment period. If this amount is 60% or more, 100% of the funds received are earned. If this amount is less than 60% of the scheduled hours, then a refund calculation shall occur.
Example: A student with scheduled hours of 187 up to and including the last date of attendance in a normal payment period of 375 hours would divide 187 by 375 = 49.8%. The amount earned percentage of aid then becomes 49.8%. Title IV funds received by the student were $1,444.00 in a subsidized loan, $2,474.00 in an unsubsidized loan, and $2,387.00 in a Pell Grant. Total received aid of $6,305.00 x 49.8% = $3,139.89 earned aid and $3,165.11 unearned aid. The school must determine the amount of institutional charges unearned by subtracting the percentage earned 49.8% from 100% = 50.2% and multiplying this percentage by the charges for the payment period. Example rate $16.00 per clock hour x 375 clock hours = $6,000.00 plus registration fee $50.00 (first term only), badge and uniform charge $140.00, CPR and Insurance charge $85.00 and lab fees charged to date $100.00 Total $6,325.00 X 50.2% = unearned $3,175.15. After both amounts are calculated, the school must refund the lesser of the unearned Title IV or the unearned institutional charges. In this example, the school would refund $3,165.11 in Title IV Aid. The school would also refund 50% of tuition and fees $3,162.50 from the students account. A student is only required to return 50% of the unearned grant aid which is the responsibility of the student to repay.

For the purpose of charging tuition and calculating Return to Title IV, tuition and book fees are charged by the payment period. If in the event a student withdraws or is dismissed from school, all efforts will be made to return pre-paid amounts for books, fees and supplies except for those which have been consumed. Consumed is defined as items special ordered for a particular student and cannot be used or sold to another student and items returned in a condition which prevents them from being used by or sold to new students and individually documented non-refundable fees for goods and services provided by third party vendors. Therefore, any books or supplies returned in a “new” condition should be refunded at one-hundred percent (100%). If a student’s last date of attendance comes after Sixty-percent (60%) of a payment period is complete, one-hundred percent (100%) of Title IV aid is considered earned and books/supplies are not refundable.

If a student earned more aid than was disbursed to them, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student’s withdrawal.

**FINANCIAL AID**

Financial aid is available for those who financially and/or academically qualify. Prospective students should begin this process as soon as possible to ensure their application gets processed in time. There are several financing opportunities students can explore, including through the U.S. Department of Education, WIA, BVR, veteran’s benefits, or sometimes through their place of employment.

In addition to Federal aid programs, Orion Institute is an approved training provider for Ohio Workforce Investment Act (WIA) programs, the Bureau of Vocational Rehabilitation, and is approved by the state approving agency for veteran’s benefits. Information about eligibility requirements and application procedures for these programs are available from the agencies which administer them.
A limited number of institutional grants may be available from the Institute for students with extreme financial hardship and a demonstrated track record of academic excellence at Orion Institute. Applications for institutional grants are available from the Director.

**APPLYING FOR AID**

All students will have a personal consultation with the Student Financial Services Department to begin the financial aid process. Orion Institute strives to provide outstanding customer service by assisting students (with and parents, if appropriate) with the required paperwork.

Orion Institute is committed to assisting students in developing financial plans for their education. A variety of methods for meeting school expenses are available. To help select which methods best suit individual needs students are encouraged to fill out the Free Application for Federal Student Aid (FAFSA) found at [www.fafsa.gov](http://www.fafsa.gov).

After Orion Institute has received the FAFSA, we will discuss the student’s complete financial aid package (what aid is available and what is still needed). To the extent possible, a student’s family is expected to contribute financially toward education. Self-help may include, but is not limited to: cash or credit card payments directly to Orion Institute, part-time job earnings, assistance from outside agencies or other family members.

A student who does not need financial assistance will not be required to complete a FAFSA. Please contact our Student Financial Service Department to discuss payment options. Failure to submit the required paperwork within the requisite time period may result in a request for full payment of tuition and fees.

**FINANCIAL ASSISTANCE**

To help students pay for their education after high school, the United States Department of Education offers a variety of financial aid programs. Orion Institute’s students are eligible to participate in the following programs:

1. Pell Grant Program
2. FSEOG
3. Federal Direct Student Loan Program
4. Federal Direct Subsidized Loans
5. Federal Direct Unsubsidized Stafford Loans
6. Federal Direct PLUS Loans for Parents
7. Veterans Educational Benefits

**FINANCIAL ELIGIBILITY**

The Pell grant and Subsidized Stafford Loan programs are need-based aid; students must have financial need to be eligible. Financial need is determined by subtracting the Expected Family Contribution (EFC, determined by the U.S. Department of Education from information provided on
the FAFSA), from the Cost of Attendance, which includes both direct and indirect costs associated with attending Orion Institute.

Unsubsidized Stafford loans are not need-based and may be available to otherwise eligible students who do not demonstrate a financial need.

Through the PLUS Loan program, parents of dependent students may borrow up to the cost of attendance minus any other aid the student receives. Parents who wish to borrow through the PLUS Loan program need to complete a PLUS Loan Application and Promissory Note, available from the Student Financial Service office.

The Federal Supplemental Educational Opportunity Grant (FSEOG) is gift assistance funded by the Federal government and awarded by Orion Institute. The FSEOG is for undergraduates with exceptional financial need and low Expected Family Contribution (EFC). Priority consideration is given to students who receive the Federal Pell Grant, meet the deadline, and demonstrate the greatest financial need. Recipients must meet all the eligibility criteria required for receipt of Federal assistance, including Satisfactory Academic Progress (SAP).

In general, students are eligible for aid if they:

1. are enrolled at least half time as regular students in an eligible program;
2. are U.S. citizens or eligible non-citizens (i.e. permanent residents)
3. show that they meet the need requirements specified;
4. make satisfactory academic progress toward completing their course of study;
5. are not in default on a PERKINS (NDSL), STAFFORD (GSL), SLS or PLUS loan; and
6. do not owe a refund on a Pell Grant or SEOG.

**Pell Grants**

Pell Grants provide money to help undergraduates (who have not earned a Bachelor’s Degree) pay for their education after high school. The Pell Grant Program is the largest of the Federal Student Aid Programs. Unlike loans, grants do not have to be paid back. For many students, these grants provide a “foundation” of financial aid, to which aid from other Federal and non-Federal sources may be added. The government requires any student applying for any type of financial aid program to complete a FAFSA. These forms are available at Orion Institute.

**FEDERAL DIRECT LOAN PROGRAMS**

**Federal Direct Subsidized Loan Program**

Under the Federal Direct Stafford Loan program, students can apply for a loan to help pay the cost of their tuition, books, supplies, fees and living expenses. Such loans are available through the Department of Education. Most students who use the loan program qualify for a “no-interest” provision while they are in school. This loan must be repaid.
The amount of money a student may borrow will depend on the results of the needs test, but may not exceed $3,500 per academic year (two semesters) for the first year of undergraduate study; $4,500 per academic year for the second year of undergraduate study; $5,500 for the 3rd and 4th year for students enrolled in an associate or bachelor’s program. Students begin repaying the loan 6 months after they graduate or discontinue their studies. The minimum monthly payment is usually $50. Repayment of these loans is usually completed in 10 years or less. When a student leaves school, the Department of Education contacts the student to establish a repayment schedule. Students are required to notify the Student Financial Service Office and the Department of Education of any change in local or permanent address. More information is available from the Student Financial Service Office.

**Federal Direct Unsubsidized Loan Program**

A dependent undergraduate student may borrow up to a maximum of $2,000 per academic year under this loan program. Independent borrowers may take up to a maximum of $6,000 for the 1st and 2nd academic years. Independent borrowers who have successfully completed 1st and 2nd academic years may take up to a maximum of $7,000 for 3rd academic year and beyond in undergraduate status. These loans must be repaid. Students begin paying interest on unsubsidized loans while attending school and are required to enter repayment on the principal balance of these loans six months after leaving school. More information is available from the Student Financial Services office.

**Federal Direct PLUS Loans (PLUS) Program**

Parents of dependent students (dependent by Federal definition) may borrow under a Federal student aid program called Federal Direct PLUS Loan Program (Federal Parent Loans to Undergraduate Students). This loan may not exceed the student’s estimated cost of attendance minus any estimated financial assistance the student has been or will be awarded during the period of enrollment. The current interest rate for this program is 7.21 percent. Parent borrowers begin repayment within 30 days after the loan is issued. More information is available from the Student Financial Services Office.

Students may find additional information relating to the return of Title IV Funds by contacting the Federal Student Aid Information Center at 1-800-433-2143. TTY users may call 1-800-730-8913. Additional information is also available on the web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

**Veterans’ Educational Benefits**

If you are a veteran and will be using a benefit from the Veterans’ Administration, you need to notify the Financial Service Department. In general, your VA application (regardless of benefit type) should be submitted by you electronically. You may submit your application before classes begin, but the school will not certify you before classes begin. The school will need a copy of your DD214 along with your acceptance letter (or certificate of eligibility) in order to certify you and initiate payment from the VA.
VERIFICATION OF FINANCIAL AID INFORMATION

The Federal government will require some Federal student aid applicants to prove that what they have reported on their application is correct. Orion Institute requires financial aid applicants to submit the required documentation to verify their information before awarded aid is disbursed to them. As part of this process, students and their parents are required to submit a copy of their prior year's Federal Income Tax Transcript. Other documents may also be required. If the information or any of the documents conflict with what was reported on the application, students may be required to provide additional information. Failure to provide the required documentation may result in the loss or non-receipt of aid awarded.

PAYMENT OF TUITION

If a student has a balance with Orion Institute, after meeting with Student Financial Service Office, he/she will need to schedule tuition payments with the Student Financial Service Office at 340 Three Meadow Dr., Perrysburg, OH 43551, phone (419) 874-4496. Once these tuition payments have been arranged, the student is expected to make payments on time. If the student does not comply with tuition payment arrangements and requirements, he/she may be terminated.

Late Payment Fee: Beginning on the first business day past the tuition due date, late charges are $5 per business day unless arrangements have been made with the Director prior to the due date. Students are responsible for knowing when tuition is due and the amount due. Students will not graduate until all money owed, including any late fees, is paid in full.

Returned Check Fee: $35 per check. If the school receives a returned check from a student more than once, the school will no longer accept checks from the student and s/he will need to pay with cash or money orders for all future payments to Orion Institute.

FINANCIAL AID AND SATISFACTORY ACADEMIC PROGRESS

Students must demonstrate Satisfactory Academic Progress (SAP) to maintain financial aid eligibility. Satisfactory academic progress is determined by measuring the student’s cumulative grade point average (CGPA) and the rate of progress toward completion of the academic program. Students must meet the standards of both components (CGPA and completion rate) to remain eligible. These policies are outlined in the Academic Policies & Procedures section of this catalog beginning on page 51.
ATTENDANCE

Attendance is mandatory for all classes, clinic times, field experiences, and chosen electives. Attendance is recorded at the beginning of each class and will become a part of the permanent file of each student. A student arriving after class has begun will be considered tardy. Four late arrivals in a quarter will be counted as one absence. A student arriving more than 30 minutes late may be recorded as absent from such class. If a student misses one class, it is considered a full day’s absence and the day is counted as one absence. Leaving class early before class is dismissed by the instructor will also count as one absence.

Students are responsible for all material covered, assignments, handouts, and announcements from any missed classes. It is mandatory for a student to make up his/her missed class. A made up class is still recorded as an absence. Dismissal from the program due to excess absences, as determined by the Institute in its sole discretion, is possible. Any student who is absent for two consecutive weeks without prior written notice will be withdrawn from the program. **Students are allowed two absences per quarter, or a total of 8 (eight) absences per academic year, excluding extenuating circumstances as evaluated by the Director.** It is advisable upon returning, the student provide proper documentation to the Director and meet with the Director if documentation cannot be provided. **(Military Veteran students will be dismissed after 8 absences per academic year, excluding extenuating circumstances, as evaluated by the Director of Education.)**

MAKE UP POLICY

All absences must be made up. Failure to make up a class before the end of that quarter will result in a grade of Incomplete. The make-up class must be in the same subject (e.g. If a student missed a class in an Anatomy & Physiology subject, the student would be allowed to make up only class time in another Anatomy & Physiology subject, not a different subject). In addition, the student is still obligated to complete the work in the subject which was missed. Students may make up time by attending a class in the same subject at another scheduled time or by completing a project assigned by the instructor or school official.

Students are responsible for arranging make-up quizzes or tests with the instructor, and make-ups cannot occur during regularly scheduled class time.

Students scheduled for a make-up quiz or test may be given a different one from the one missed and the make-up exam may be different. If a quiz, test or assignment is not made up within 10 days, the instructor reserves the right to give the student a zero for such quiz, test, or assignment.

If a student is absent for a massage class in 1st or 2nd quarter, the absence is expected to be made up in a massage class **within a 2 week time frame from the absence.** Students are responsible for scheduling their makeup classes with their instructor. If a student is absent for a massage class in 3rd or 4th quarter, the absence must be made up as a student massage clinic **within a 2 week time frame from the absence.**
Students are responsible for scheduling their makeup clinics with the front desk with signed approval from their teacher(s) on the make-up form.

There are no make-ups permitted for mid-term and final exams unless the student provides the following documentation immediately upon return: note from a physician due to an illness, documentation for a death in the immediate family, or notice for an appearance in court. There may be certain circumstances which may be taken into consideration by the Director.

**LEAVE OF ABSENCE**

A leave of absence is a series of unforeseen absences which prohibit a student from attending class. Requests for a leave of absence must be made in writing to the Director by completing a Leave of Absence Form and the student will need to provide any necessary documentation required by the Institute. A student requesting a leave of absence must be in school for at least 30 days from the first day of class and be in good academic standing. A leave of absence period may not exceed 180 days within any 12-month period. The Director will determine when the student may re-enter the program based on the material and the days missed. Failure to return to the program at the time specified by the Director may result in termination from the program.

**REPEATING A COURSE**

If a student fails a course, then the student must repeat the course and is responsible for paying the tuition on the first day of class (see policy on tuition and fees). If a student received financial aid for the previous failed quarter, then s/he will be on financial aid probation (refer to the Financial Aid Handbook) until the end of the repeated quarter. Therefore, such student is responsible for paying for the repeated quarter on the first day of class of such quarter. If such student passes the repeated quarter, financial aid may be awarded for the repeated quarter. (See our financial aid administrator for details as the availability of aid for each student may be different.)

**TRANSFERS**

Orion Institute may consider a transfer of clock hours from a massage school approved by the State Medical Board of Ohio or from an accredited college or university. Orion Institute may also consider a transfer of credit hours from an accredited college or university. The coursework taken at such institutions must have been within the past five years and must be determined by the Director of Education to be applicable to the transferring program at the Institute.

All clock hours or credit hours which transfer will be considered when calculating the GPA and maximum time frame to evaluate satisfactory academic progress. Attempted clock hours or credit hours and grades earned which do not count towards the program of study at Orion Institute will not be included in the calculation of academic progress.
Transfers will only be considered for courses for which the student received at least 75% or above as a grade. At least 25% of the coursework must be completed at Orion Institute. Furthermore, the Institute reserves the rights to require a higher percentage, as well as to test applicants, or have them successfully pass a final examination administered by the Institute for consideration of transfer of hours.

**TRANSCRIPTS**

Upon successful completion of the program, an official transcript will be issued to the graduate at no charge. Additional transcripts will only be released with written permission from a graduate completing the Transcript Release Form. The fee is $5.00 per transcript, paid in advance. Once those conditions have been met, transcripts will be mailed within two weeks to the designated party on the Transcript Release Form.

**AWARDED CREDENTIALS**

Upon successful completion of the program, the school awards the student a credential as follows:

- Massage Therapy Diploma
- Medical Assisting Diploma
- Advanced Massage Therapy Diploma

**GRADING**

Students are evaluated according to their performances on homework, presentations, projects, labs, class participation, quizzes, tests, field experience, and clinical work.

In order to graduate from Orion Institute, a student must have a minimum of 75% passing grade in all courses. Instructors will calculate mid-quarter grades. Any student who has a grade below 75% at mid-quarter will receive academic advising to warn them they be at risk of maintaining satisfactory academic progress. At the end of the quarter, if the student still has a grade below 75%, the student will have to repeat the course and will need to pay additional tuition to repeat the class. The grade the student receives in the passed course is the grade recorded on the academic transcript.

If a student does not pass a course which is a prerequisite to another course, s/he cannot continue on to the next course until s/he re-takes the failed course and receives at least a 75% in the class. Students can re-take the class on a space-available basis only.

Students should be advised the class they need to repeat may not be immediately available, and they will be responsible for paying the current fees for such class.

Students are allowed to repeat courses as required by the Institution due to academic problems or course withdrawal. No course may be repeated more than twice and only as scheduling allows. Students who
fail the same course three times will be academically dismissed. However, all repeated courses will count towards the number of clock hours attempted and will only be allowed if repeating them will not cause the clock hours attempted to exceed 1.5 times the normal program length. In the event a student receives a passing grade in a repeated course, only the passing grade will be used when calculating the GPA.

**MASSAGE THERAPY & ADVANCED MASSAGE GRADING SCALE**

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numerical Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>92%-100%</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>84% - 91%</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>75% - 83%</td>
<td>2.0</td>
</tr>
<tr>
<td>F</td>
<td>74% or below</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>0</td>
</tr>
<tr>
<td>TR</td>
<td>Transfer</td>
<td>0</td>
</tr>
</tbody>
</table>

**MEDICAL ASSISTING GRADING SCALE**

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numerical Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90%-100%</td>
<td>4.0</td>
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<tr>
<td>B</td>
<td>80% - 89%</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>70% - 79%</td>
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<tr>
<td>D</td>
<td>60% - 69%</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>59% or below</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0</td>
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<tr>
<td>W</td>
<td>Withdrawal</td>
<td>0</td>
</tr>
<tr>
<td>TR</td>
<td>Transfer</td>
<td>0</td>
</tr>
</tbody>
</table>

Students are evaluated according to their performances on homework, presentations, projects, labs, professional appearance and behavior, class participation, quizzes, tests, field experience, and clinical work.

**INCOMPLETE GRADES**

All course requirements must be completed by the last day of the quarter or term. However, if a student has mitigating circumstances which prevent the student from completing the course requirements by the end of the quarter or term, a grade of “I” (Incomplete) may be given. A grade of incomplete is given at the instructor’s discretion and approval by the School Director.

Incomplete work (and relevant clock hours) for all courses are expected to be completed by the end of the second week of the following quarter or term. If the student does not complete the required coursework, assignments and tests by the deadline, they will receive a grade of “F”, (“0 grade point”) for the final grade for the course, excluding extenuating circumstances as determined by the Director of Education.
For the purposes of measuring satisfactory academic progress, incompletes will be included in the calculation of the GPA at the end of the term of training in which the “I” grade was given. If the student completes the required make up work by the respective deadline and receives a new grade for the course which had the “I” grade, academic progress will be re-evaluated at the time the new grade is issued to determine if academic progress is now being maintained. If an “I” grade has not been resolved within two weeks after the current quarter ends, the “I” grade will be changed to an “F” grade.

**STANDARDS OF SATISFACTORY ACADEMIC PROGRESS**

Federal law requires all post-secondary schools to publish their Standards of Academic Progress Policy and ensure that the policy applies to both recipients and non-recipients of federal financial assistance. Through the implementation of this policy the school monitors the academic progress of all students towards the completion of their program. This process is enforced with all other institutional policies and procedures. Satisfactory Academic Progress (SAP) standards apply to all students who attend Orion Institute.

SAP is monitored using two components; a quantitative component consisting of a maximum timeframe in which a student must complete his/her program and a qualitative component consisting of grades measured against a standard:

Orion Institute measures academic progress for each student by monitoring both academic performance and maximum time for completion in accordance with Department of Education regulations. In order to be considered in compliance with the SAP policy, a student must maintain a passing grade of 75% or better and complete the program within 150% of the length of the student’s program of study from original start date of the program.

**Academic Performance**

Academic performance is reviewed at the end of each quarter and a formal satisfactory academic progress evaluation is made at the end of each payment period:

- **Massage Therapy Program:** 375 hours / 24 weeks of actual attendance.
- **Advanced Massage Therapy:** 450 hours / 450/100, 27/27/6 weeks of attendance
- **Medical Assisting Program:** 470 hours, 25 weeks of actual attendance

If a student has not completed 67% of the total clock hours attempted and/or a cumulative grade percentage of 75% or better, he/she may be placed on academic warning for the following quarter. At the end of the warning quarter, if the student has not completed 67% of the total clock hours attempted with a cumulative grade percentage of 75% or better, he/she may be terminated from the program.

**Satisfactory Academic Progress Evaluation**

For students enrolled in Massage Therapy, Advanced Massage Therapy or Medical Assisting, student’s academic progress is reviewed at the end of each quarter. Any classes failed must be repeated before the student can continue to the next portion of the program (see Repeating A Class). Therefore, Orion Institute is monitoring academic progress on a regular and consistent
basis. Formal Satisfactory Academic Progress evaluation takes place at the end of each payment period. The student is not allowed to continue in the next quarter and will not receive the second disbursement of their Federal Student Aid, until they have passed their required quarter and completed both one-half the clock hours and one-half of the calendar weeks in the program (for programs less than or equal to one (1) year).

Financial Aid Warning

Academic/financial aid warning means a status assigned to a student who fails to make satisfactory academic progress. A student on academic/financial aid warning may continue to receive Title IV program funds for one payment period.

While on academic/financial aid warning, a student must be able to meet standards for the next evaluation point. Failure to meet these standards means the student will be placed on financial aid probation. A student who successfully meets the next evaluation point standards will be removed from academic/financial aid warning status.

Financial Aid Probation:

Any student who does not meet the above academic performance of the financial aid warning at the required evaluation point will be placed on Financial Aid Probation. Students placed on financial aid probation must successfully appeal to have their financial aid eligibility restored. Once placed on financial aid probation, the student is not able to receive additional Federal Student Aid until they successfully appeal to the school. The written appeal must indicate what issues they have faced have prevented them from being successful in the program and must provide sufficient proof they have now overcome those issues. Orion will typically formulate an academic plan for students who appeal on a case-by-case basis to enable them to get back on track. However, in all cases, the student must have completed both one-half the clock hours and one-half of the calendar weeks in the program in order to receive additional Federal Student Aid.

Maximum Time for Completion:

Students will have a maximum of 150% of the normally allotted scheduled calendar time to complete their program of study (1125 attempted hours and 72 weeks for Massage Therapy, 1500 attempted hours and 90 weeks for Advanced Massage Therapy, 48.75 attempted credit hours and 60 weeks for Medical Assisting). Maximum Time Frame is measured in units attempted. Grades of F, I (Incomplete) or W (Withdrawal) are considered attempted units and are included when calculating Maximum Time Frame. If it is determined a student will not be able to complete the program within the maximum timeframe, the student will no longer be eligible for Title IV funds. Students are allowed a maximum of 2 retakes during the course of the program. Only successfully completed hours (passing grade) are counted toward reaching the midpoint of the program for SAP evaluation and awarding of the second disbursement of funds, but all attempted hours (pass or fail) are counted toward the maximum time frame.

ACADEMIC DISMISSAL

If at any time, the school determines program completion will be impossible for a student to obtain the required GPA by the end of the maximum time frame (1.5 times the normal program clock
hours); or determines the student may have acceptable grades but is not completing at a pace that will permit the student to complete within the maximum time frame, the student will be dismissed from school. A student dismissed from school will not be allowed to reapply to the same program.

**AMERICAN DISABILITIES ACT COMPLIANCE**

Orion Institute does not discriminate against persons with disabilities who can satisfy the Orion Institute requirements and recognizes such person’s right to participate in or benefit from the educational programs offered by Orion Institute. When necessary, Orion Institute will make reasonable accommodations to enable students to participate in the programs offered by the Institute.

If an applicant or current student has a disability that might require an accommodation, written notice must be given to the Campus Director so that the disability can be evaluated and reasonable methods for accommodating the disability can be investigated and developed. While Orion Institute will make an effort to accommodate all disabilities, certain disabilities may not be capable of a reasonable accommodation.

Applicants for admission should notify their admissions representative of their disability and immediately schedule a meeting with the Campus Director. The Campus Director will assist them in having their disability evaluated and in determining what reasonable accommodations can be made to enable them to participate in the programs offered by Orion Institute.

Some accommodations may take time to implement, and thus, applicants must give Orion Institute notice of their disability sufficiently in advance of their selected start date to enable Orion Institute to provide a timely accommodation. If Orion Institute does not receive sufficient advance notice of a disability, the applicant’s start date may be delayed.

Students who have been attending classes and subsequently need to have a disability accommodated must notify the Director at Orion Institute and schedule a meeting with the Campus Director. The Campus Director will assist them in having their disability evaluated and in determining what reasonable accommodations can be made to enable them to continue to participate in the programs offered by Orion Institute. Some accommodations take time to implement, and thus, students must give Orion Institute notice sufficiently in advance of the date when an accommodation needs to be made to enable Orion Institute to make an accommodation to meet the student’s needs and avoid the interruption of their participation in a program.

Orion Institute has certain facilities and services available to enable disabled individuals who are otherwise qualified for admission to Orion Institute to participate in Orion Institute’s educational programs. The facilities physical accommodations for disabled students include, but are not limited to: disabled student parking, wheelchair ramps for access to the facility, accessibility for disabled students to classrooms, laboratories, the Learning Resource Center, student break rooms, restrooms and support services areas at Orion Institute. If (a training location) the campus has
multiple floors either an elevator will be available or classes will be taught on floors accessible by disabled students or some other accommodations will be made.

A student who is unsatisfied with the determination made by Orion Institute for reasonable accommodations and has been unable to resolve the issue through an informal discussion with the Director of Education and/or Campus Director, has the right to appeal the decision. The following steps should be followed to complete the appeal process and file a formal complaint.

The complaint must be submitted in person, by US mail, or by fax to the Campus Director of Orion Institute. Complaints may not be submitted by e-mail. The appeal must be submitted fourteen (14) days of the receipt of the decision. The Campus Director’s decision is final. Any of the above stated deadlines may be extended for good cause. The request for extension must also be provided in writing.

The submission must include:

1. Student’s name, address, e-mail and phone number
2. Date of the complaint
3. A full description of the problem
4. A full description of the efforts that have been made to resolve the issue informally
5. A statement of the remedy requested.
STUDENT CONDUCT POLICY

Orion Institute (Orion) provides opportunities for students to learn occupational skills, acquire knowledge, and enrich their personal lives. Like all educational communities, Orion relies on the goodwill and integrity of its students in the furtherance of these goals. The school expects its students to conduct themselves as dedicated, mature, and responsible members of this community, and to contribute toward the achievement of both personal and institutional goals during their tenure at Orion.

Indeed, without such cooperation and support, the school cannot perform its mission. For the school, it is important and necessary for the conduct of students be governed by a clear and reasonable set of standards which are fairly and equitably enforced.

Students are responsible for both familiarizing themselves and complying with the standards of conduct. Students, who after being afforded due process, are found to have any of the following offences, may be subject to disciplinary action.

The following rules are therefore intended as minimal guidelines in prohibiting acts which are clearly inconsistent with the purpose and/or efficient functioning of the school.

On-campus conduct for which students are subject to discipline includes:

1. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the School.
2. Forgery, alteration or misuse of school documents, records, or identification.
3. Obstruction or disruption of the teaching/learning process, administration, disciplinary procedures or other school activities.
4. Physical abuse of or action which threatens the health or safety of any person on school-owned or controlled property or at school-sponsored functions.
5. Theft of, misuse of, or damage to any property.
6. Unauthorized entry to or use of school facilities; unauthorized use of school equipment, property, or supplies.
7. Manufacture, possession, control, sale, transmission, or use of substances in violation of state or federal laws. (The school has the policy of full cooperation with law enforcement agencies in such cases.)
8. Disorderly, indecent, or obscene conduct on school-owned or controlled property or at school-sponsored functions.
9. Abuse or unauthorized use of alcohol.
10. Conducting any act by another student which violates school policy.
11. Unauthorized representation or contracting in the name of Orion. (A student may not claim to be an official representative of the school for any commercial purpose.)
12. Verbal or written communication which threatens, or unlawfully exposes any individual or group to hatred, contempt, or ridicule, and thereby injures the person, property, or reputation of another.
13. Sexual harassment will not be tolerated. Harassment can include “sexual harassment” or unwelcome sexual advances, requests for sexual favors, and other verbal or physical
harassment of a sexual nature, including rape. Orion complies with the Title IX, VAWA/Campus SaVE Act.

14. Dress which fails to meet the established safety or health standards in specific classes and on school-owned or controlled property or at school-sponsored activities.

15. Possession of weapons, fireworks, or explosives. (Weapons are defined as firearms, knives, explosives, inflammable materials, or any other items which may cause bodily injury or damage to property.)

16. Failure to comply with directions of school officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

Orion complies with the Cleary (Campus Security) Act and publishes its Crime Awareness and Campus Security report on its disclosures page on its website. Note: Orion Institute does not maintain a public crime log due to not having a campus police or security department and does not report on completion or graduation rates for student athletics as Orion neither offers athletics nor has an athletic department.

The Campus Director, Director of Education, or their designee, hereinafter referred to as the “Administrator”, will oversee and enforce the student code of conduct. Any violation of an Orion rule or policy may serve as a basis for one of the following actions:

- As a first step, a violation will be reported to the Administrator who will determine what, if any, disciplinary action is appropriate.
- The Administrator may temporarily suspend a student pending an investigation when the student's continued presence might endanger the student or others.

If the Administrator determines sanctions are appropriate, disciplinary action will occur according to the institution’s published academic policies and procedures. In addition, the Administrator may suggest the student contact appropriate law enforcement authorities. The “accuser” and “accused” are entitled to having others present during a disciplinary proceeding.
STUDENT INTERNET AND EMAIL POLICY

Electronic information research skills are now fundamental to preparation of future employees. Access to the Internet and email enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world.

Students utilizing Orion provided Internet and email access must first have the permission of an Orion instructor or staff member. Students utilizing school-provided Internet and email access are responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

The purpose of school-provided Internet and email access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the Orion Institute. Access is a privilege, not a right. Access entails responsibility. Administrators and faculty may review files and messages to maintain system integrity and insure users are acting responsibly. The following uses of school-provided Internet access OR email are not permitted:

a) to access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
b) to transmit obscene, abusive, sexually explicit, or threatening language;
c) to violate any local, state, or federal statute;
d) to vandalize, damage, or disable the property of another individual or organization;
e) to access another individual's materials, information, or files without permission; and,
f) to violate copyright or otherwise use the intellectual property of another individual or organization without permission.

Any violation of Orion policy and rules may result in loss of school-provided access to the Internet or e-mail. Additional disciplinary action may be determined in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

Orion makes no warranties of any kind, neither expressed nor implied, for the Internet and email access it is providing. Orion will not be responsible for any damages users suffer, including--but not limited to--loss of data resulting from delays or interruptions in service. Orion will not be responsible for the accuracy, nature, or quality of information stored on Orion diskettes, hard drives, or servers; nor for the accuracy, nature, or quality of information gathered through school-provided Internet access. Orion will not be responsible for personal property used to access school computers or networks or for school-provided Internet and email access. Orion will not be responsible for unauthorized financial obligations resulting from school-provided access to the Internet and email.

While Orion’s intent is to make Internet and email access available in order to further educational goals and objectives, students may find ways to access other materials as well. Should the school
institute technical methods or systems to regulate students’ Internet and email access, those methods could not guarantee compliance with the school’s acceptable use policy. Orion believes the benefits to students of access to the Internet and email exceed any disadvantages. Ultimately; however, students are responsible themselves for abiding by the standards set forth in this policy when using media and information sources. NOTICE: This policy and all its provisions are subordinate to local, state, and federal statutes.

Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than $750 and not more than $30,000 per work infringed. For “willful” infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

TERMINATION POLICY

A student may be terminated for

1. Unsatisfactory progress
2. Being under the influence of or in possession of intoxicating drinks or drugs while on school property*
3. Operating equipment in such a manner where life or property is endangered
4. Gambling on school property
5. Insubordination and/or intolerable conduct
6. Willful abuse of equipment
7. Excessive absenteeism
8. Violation of any local, state or federal law on school property
9. Disregarding published school rules, regulation sand/or policies
10. Cheating on tests or examinations
11. Failure to make payment due dates
12. If after being on academic warning, failure to make satisfactory academic progress by the next evaluation point or if the school determines the student will not be able to obtain the required 2.0 CGPA by the end of the maximum time frame (1.5 times the normal program length).
Any student who is being considered for termination will normally receive a verbal warning followed by a written warning, administered by a School Official. However, if an incident is determined to be serious enough to threaten the safety and wellbeing of the community, the school reserves the right to move directly to termination without issuing a written warning.

The student will have a hearing with a School Official at the time of a written warning, and at that time a determination will be made as to whether it is feasible for the student to continue his/her education. All records of written warnings or terminations will become part of the student’s file.

*Refer to Orion’s Policy on Drug and Alcohol for greater detail.
GRIEVANCE PROCEDURE

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. Student concerns or complaints should first be brought to the attention of the instructor, then the Program Lead. Complaints not satisfactorily resolved at this level should be submitted in writing to the school Director. The Director will respond within seven business days to the student.

After response from the Director, if a student does not feel the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for response. The Commission will keep the complainant(s) informed as to the status of the complaint as well as the final resolution. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting the School Director or online at www.accsc.org.

Students may also direct inquiries to the Ohio State Board of Career Colleges and Schools, 30 E. Broad Street, Suite 2481, Columbus, Ohio 43215, (614) 466-2752.
Register to Vote in Ohio

To participate in Ohio state elections or federal elections, you must register to vote ahead of time with the Ohio Secretary of State (SOS). You can also register to vote through the Ohio Bureau of Motor Vehicles (BMV) while completing driver’s license or ID card transactions.

In order to vote in Ohio elections, you must:
- Be a U.S. citizen.
- Be at least 18 years old on or before Election Day.
- Be an Ohio resident for at least 30 days.
- NOT be imprisoned for a felony conviction.
- NOT be declared incompetent to vote by a probate court.
- NOT be permanently disqualified for violating an election law.
- Check Voter Registration Status
- Register to vote at least 30 days before the election date

To check the status of your voter registration or find your voting precinct and polling place in Ohio, please visit the Ohio My Voter Information website link below:

**VOTER LOOKUP**

*Click on the link above with your mouse while holding down the Ctrl key at the same time*

You can register to vote through the County Board of Elections in person or by mail. You cannot register online. You can also register to vote at your local Ohio BMV office when you go in for any driver’s license>ID card transactions.
ADMINISTRATION

Jodi L. Romaker  Founder/President
Mary F. Taylor  Campus Director
Kevin Burchett  Director of Admissions
Vickie Bell  Director of Student Finance
Cheryl Hammond-Vagts  Business Office Manager
Shannon Sprague  Administrative Assistant
Jamie Hernandez  Administrative Assistant

FACULTY

Mary Taylor  MTP Instructor
Gina M. Wray  MTP/Ethics Instructor
Julie Maier  A&P / MT Instructor
Cassandra Daou  A&P Instructor
Lesa Swimmer  A&P / MT Instructor
Marcia Tillotson  MTP Instructor
Michelle Smolenski  A&P/Business Instructor
Patricia West  A&P / MT Instructor
Deborah Alt  A&P / MT Instructor
Braden Wachtmann  A&P Instructor
Kirk Schumaker  MTP Instructor
Cindy Miller  A&P Instructor
# ATTACHMENT A

**TUITION AND FEES**  (Effective January 1, 2015)

## MASSAGE THERAPY – DIPLOMA

- **Tuition:** $12,000
- **Application Fee:** $25
- **Registration Fee (Due on date of executed Enrollment Agreement):** $50
- **Textbooks:** $814
- **Supplies:** $183
- **Lab Fee:** $100
- **Liability Insurance:** $45
- **2 Uniforms:** $125
- **CPR Certification:** $40
- **Student ID:** $15

**Program Total:** $13,397

## ADVANCED MASSAGE THERAPY – DIPLOMA

- **Tuition:** $16,000
- **Application Fee:** $25
- **Registration Fee (Due on date of executed Enrollment Agreement):** $50
- **Textbooks:** $1018
- **Supplies:** $183
- **Lab Fee:** $100
- **Liability Insurance:** $45
- **2 Uniforms:** $125
- **CPR Certification:** $40
- **Student ID:** $15
- **European Course elective:** $TBD**

**Program Total:** $17,601

## MEDICAL ASSISTING - DIPLOMA

- **Tuition:** $10,800
- **Application Fee:** $25
- **Registration Fee (Due on date of executed Enrollment Agreement):** $50
- **Lab Fees:** $100
- **Certifications/CPR/1st Aid:** $373
- **Textbooks & reference materials:** $1,528
- **Supplies:** $882
- **Uniforms & Student ID:** $265

**Program Total:** $14,023

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* Liability insurance must be obtained prior to participation in the student clinic. This insurance is provided by the American Massage Therapy Association (AMTA).

** European Course elective costs excluded from program total. See Appendix C for details.
ATTACHMENT B

Other Expenses

Massage Table and Equipment $675
Professional Massages $200

In 1st, 2nd, 3rd and 4th quarters, you are required to receive a total of four (4) full-body massages (one per quarter) from any licensed massage therapist of your choice (using a different therapist each time) who has been licensed for at least one year. This will enable you to experience the various techniques and styles utilized by different massage therapists.

Post Graduation Expenses:

State Licensing Fee (LMT) $150
Fingerprinting & Background Check $69

MBLEx
To apply to take your MBLEx exam go to www.fsmtb.org National Testing fees are paid directly to MBLEx. Cost to take MBLEx is $195.

Seminar Electives
In 3rd and 4th quarters students have the option of participating in a field experience chosen by the school or an approved continuing education seminar. There is an additional cost (not included in base tuition or fees) for attending a seminar and cost will vary depending on the seminar; however, students will receive discounts on seminars held at Orion Institute taken for elective credit.

Other Fees:
Replacement ID card $20 each.
Additional diploma copies $10 each.
CONTINUING EDUCATION

Throughout the year, Orion Institute offers seminars to health care professionals, including, but not limited to, students, massage therapists, nurses, physical and occupational therapists, and physicians. Many of these classes are approved for Continuing Education Units (CEUs).

Past seminar topics have included Neuromuscular Therapy, Corestone Massage Therapy, Reflexology, Myofascial Release, Prenatal and Infant Massage, Craniosacral Therapy, Lymphatic Drainage, Massaging for People Living with Cancer, Healing Touch, and Repetitive Use Injury Therapy. The seminars are taught by recognized leaders in the field, and in many cases by the individuals who designed the therapy.

Continuing Education Classes are offered on the weekends and may also be offered during the week.

Visit www.orion.edu for a current schedule and descriptions of our continuing education seminars.

REFLEXOLOGY CERTIFICATION

This four week class is open to massage therapists who want to become certified Reflexologists.

REFLEXOLOGY COURSE  76 Hours (4 weeks at 19 hours per week)

Thursdays and Fridays 8:30-4:30 with ½ hour lunch (7.5 hours per day), Saturdays 8:30-12:30 (4.0 Hours)
The reflexology class requires 10 hours of clinic (which are performed at the school during class time).

A total of 110 Educational Hours are required to take the certification exam by the American Reflexology Certification Board (ARCB). In this class, you will receive 76 hours. Our massage therapy graduates will have already received the additional hours 34 hours in Ethics, Business, and Anatomy & Physiology which count towards the required 110 hours. For those who have graduated from another massage therapy school, we will need to review your transcripts to determine any transferrable hours.

REFLEXOLOGY GRADUATES

In order for reflexology graduates to obtain certification by the American Reflexology Certification Board, they must apply to the ARCB and pay an examination fee of $295.00. Graduates are required by the ARCB to complete 90 hours of post-graduates documented case studies. Orion Institute will offer space to these graduates, on a space-available basis. Clients will be charged a minimum of $20.

Required Textbook:
Therapeutic Reflexology: A Step-by-Step Guide to Professional Competence Paperback
ISBN-13: 978-0131579248  Cost of textbook: $96.96  Cost of this course: $850.00
**European Course in England**

Orion Institute offers a nine (9) day European Course in England as an optional learning experience for students and licensed massage therapists. This experience is an exciting way to learn more about the history of spas and Roman Baths, European Spa Treatments, and healing while visiting ancient sites at the same time. You will learn about techniques used in Europe in the spa industry and visit one of the most famous spas in Europe with natural thermal waters. Of course your experience would not be complete without the access to pools and steam rooms. At the end of this amazing educational experience, you will receive an Official Certificate from the City of Bath College which can be used towards your CEUs.

This educational experience may include, but is not specifically limited to:

- Experience the city of London from a double-decker bus with a live tour guide to explain the major points of interest.
- Take a river cruise in London along the famous River Thames and see famous structures as the Houses of Parliament and the ancient Tower of London.
- Visit Stonehenge, a prehistoric monument of standing stones, surrounded by burial grounds, believed to have been built between 3,000 BC to 2,000 BC.
- Visit and tour the famous Roman Baths—the best-preserved ancient baths in northern Europe.
- Take a European Spa Treatments Course at the City of Bath College.
- The participant will receive, at the end of this course, an official Certificate from the City of Bath College which can be used towards CEUs (approved through NCTMB. The rules for CEUs vary by State).
- Experience relaxing spa sessions at the famous Thermae Bath Spa with the soothing vapors of steam rooms infused with aromatic essences such as jasmine, frankincense, lotus flower, sandalwood, or eucalyptus mint.
- Soak in the Minerva pool and relax in the heated open-air rooftop pool at the famous Thermae Bath Spa overlooking the ancient city of Bath. Robes, towels, slippers, and access to lockers included.
- Visit Bath Abbey, the last of the great medieval churches in England.

This trip is open to everyone. Those who are not massage therapists or massage therapy students will have the option of other tours (included in the cost).

**Pricing for this elective course was approximately $3,500 for the October 2015 trip. Current pricing and further details can be discussed with your Admissions Representative upon request.**

This elective is offered on a limited basis. Please contact your admission’s representative for availability.
The Orion Institute proudly observes Constitution Day and holds an annual educational program for all staff and students. This program is held on campus on a day nearest to September 17th.

<table>
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<th>Programs Start Date</th>
<th>Massage Therapy Grad Date</th>
<th>Medical Assisting Grad Date</th>
<th>Advanced Massage Therapy Grad Date</th>
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Scheduled Student Breaks: Observed Holidays:
- March 26-April 3, 2016          New Year's Day
- June 25-July 4, 2016           MLK Jr. Day
- Sept. 24-Oct. 2, 2016          Memorial Day
- December 24-Jan. 1, 2017       Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve and Day
Disclosure Information

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<tr>
<th>Program</th>
<th>CIP Code</th>
<th>SOC Code</th>
<th>Onet Link</th>
<th>Completion</th>
<th>Placement (Latest reported Cohort)</th>
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</table>

NOTE: Most recent Completion and Employment data as of last reporting requirement to ACCSC.

Δ No enrolled students from this newly approved program; data yet to be determined.