



Addendum

Effective May 11, 2021

Diploma Program – Massage Therapy

Orion Technical College offers a 720 clock-hour Massage Therapy Diploma program designed to teach students the necessary skills required to become a licensed massage therapist. The curriculum is structured to include lecture and clinical components.

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 Massage and Bodywork Licensing Examination (MBLEx).
- 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 Technical College utilize a variety of teaching tools and methods. This program is taught through a combination of lectures, labs, hands-on experience, clinics, 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: 720 total clock hours; 40 weeks, 4 ten-week terms.

Massage Therapy

Course Code	Course Title	Lecture Hours	Lab Hours			
1st TERM						
MTP100	Anatomy & Physiology I	70	10			
MTP105	Massage Theory & Practice I	60	20			
MTP107	Ethics I	20				
2nd TERM						
MTP111	Anatomy & Physiology II	70	10			
MTP112	Massage Theory & Practice II	60	20			
MTP106	Pathology	20				
3rd TERM						
MTP121	Anatomy & Physiology III	70	10			
MTP108	Business and Law I	20				
MTP122	Massage Theory & Practice III	26	6			
MTP110	Massage Clinic I		48			
4th TERM						
MTP131	Anatomy & Physiology IV	70	10			
MTP114	Business and Law II	10				
MTP113	Ethics II	10				
MTP132	Massage Theory & Practice IV	22	10			
MTP120	Massage Clinic II		48			
TOTALS		528	192			

Diploma Program – Medical Massage Therapy

This thirteen (13) month, 900-hour Medical 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 ten 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 massage techniques that allow the students to experience a variety of professional environments and specific physiological conditions of clients which prepare them for more specialized medical massage therapy and reflexology techniques. Upon graduating from the medical massage therapy program, graduates will receive a diploma in medical 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 Massage and Bodywork Licensing Examination (MBLEx).
- 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 sit for 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 medical massage techniques on specific physiological conditions which affect the soft tissues in the body.

PROGRAM OUTLINE: Day & Evening Classes: 900 total clock hours; 50 weeks, 5 ten-week terms.

Medical Massage Therapy

Course Code	Course Title	Lecture Hours	Lab Hours
1 st TERM			
MTP100	Anatomy & Physiology I	70	10
MTP105	Massage Theory & Practice I	60	20
MTP107	Ethics I	20	
2 nd TERM			
MTP111	Anatomy & Physiology II	70	10
MTP112	Massage Theory & Practice II	60	20
MTP106	Pathology	20	
3 rd TERM			
MTP121	Anatomy & Physiology III	70	10
MTP108	Business and Law I	20	
MTP122	Massage Theory & Practice III	26	6
MTP110	Massage Clinic I		48
4 th TERM			

MTP131	Anatomy & Physiology IV		70	10		
MTP114	Business and Law II		10			
MTP113	Ethics II		10			
MTP132	Massage Theory & Practice IV		22	10		
MTP120	Massage Clinic II			48		
	5 th TERM					
MTP211	Reflexology		46	30		
MTP222	Medical Massage and Advanced Techniques I		11	6		
MTP234	Medical Massage and Advanced Techniques II		11	6		
MTP210	Manual Lymphatic Drainage		15	15		
MTP214	Myofascial Release – Upper Body		10	4		
MTP215	Myofascial Release – Lower Body		10	4		
MTP216	Sports Massage		6	6		
TOTALS			637	263		

MASSAGE THERAPY CORE CURRICULUM

MTP105 Massage Theory & Practice I (80 Hours) – In this class students will learn the fundamentals of Massage Therapy including the history of massage, massage terminology, physiological effects, therapeutic applications, indications, and contraindications of massage as presented by Dr. John Harvey Kellogg, M.D., a pioneer in America Massage Therapy. This class will also address issues of hygiene and proper body mechanics for the therapist as required by the State Medical Board. Students will practice various massage techniques as part of the instruction and will learn how to perform a basic full body massage via a combination of lectures and hands-on experiences.

MTP112 Massage Theory & Practice II (80 Hours) – During this course new techniques and different modalities are introduced. Students will be introduced to the concept of Wellness, Homeostasis, and the Wellness Model in Beck Ch. 4. The student begins to learn how to assess and effectively relieve symptoms of common pain due to postural stress and injury through full body Swedish Massage. This course is a preparation course for clinics where clinical applications of massage are reviewed in the Special Regions section of the course. Students are taught how to review a client's medical profile and techniques to manage different client situations. Students will also learn how to set up and tear down for clinic, sanitize and disinfect during clinics, work with clients through proper and effective communication throughout the treatment, and rebook a client during Mock Clinics. Students will continue to learn more indications of massage including absolute, regional, and conditional contraindications as presented by Mark Beck. Students are taught to recognize contraindications to massage and when it is appropriate to refer the client to a physician or health care practitioner.

MTP122 Massage Theory & Practice III (32 Hours) - Students will begin performing massages in the student clinic and will be refine communications skills necessary for working with a diverse clientele. Students will also be instructed on reviewing client intake forms, relating to clients, professional and ethical behavior, attitude, professional appearance, and skills in performing the 24 massages. Students will be taught the consultation process and documentation of massage including SOAP notes, updating records, and confidentiality. Proper postures and body mechanics will be reviewed during this course.

MTP132 Massage Theory & Practice IV (32 Hours) – Students will continue to refine their skills through an additional 26 clinic massages, while being introduced to different modalities, advanced techniques, and concepts such as Neuromuscular Therapy, Myofascial Release, and Trigger Point Therapy described by Mark Beck. Lymph Massage, Postural Analysis and Stretching is also introduced in this quarter. Massage for Special Populations, Eastern Philosophy including Energy and Chakra work, Alternative and CAM therapies will also be discussed. As required by the State Medical Board, Hydrotherapy including Thermotherapy (Heat applications) and Cryotherapy (Cold applications), Spa Modalities and Concepts are also covered. A review of Muscles and Kinesiology including muscle origin, insertion, function, and innervations will help prepare the student for the Mblex test.

MTP100 Anatomy & Physiology I (80 Hours) - 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.

MTP111 Anatomy & Physiology II (80 Hours) – 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. Muscle Kinesiology including body movement in relationship to the muscle groups, and functional dynamics of movement will be addressed in this course. Students will also learn about the spinal and nervous systems.

MTP121 Anatomy & Physiology III (80 Hours) – 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.

MT131 Anatomy & Physiology IV (80 Hours) – This class will analyze systems of the body including the lymphatic, respiratory, digestive, and urinary systems. Students will continue to review muscle origins, insertions, function, nerve innervations, and muscle kinesiology during this quarter.

MTP108 Business and Law I (20 Hours) - This class teaches business laws in the scope of massage therapy and practical business procedures, marketing strategies, business management and finance, goal setting, and building a successful practice in the massage therapy profession. Other topics include proper documentation and recording keeping for the massage business.

MTP111 Business and Law II (10 Hours) – This class reviews over ethical business practices, proper documentation, and record keeping for a massage business. State business laws will be reviewed in preparation for state licensure.

MTP107 Ethics I (20 Hours) - This class will cover ethics and how it pertains to the massage therapy profession. Various issues pertaining to ethics will be covered including student/client boundaries, Code of Ethics, and the professional therapeutic relationship. 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.

MTP113 Ethics II (10 Hours) – This class will include additional ethics concepts, terminology, ethical situations, and professional/ethical client communication practices for professional massage therapists. This class will also review and prepare students for taking the Mblex test.

MTP106 Pathology (20 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. In this class students will review processes and procedures of sanitation, disinfection, infection, and injury control for the massage therapy practice.

MTP110 Clinic I (48 Hours) - The best way to learn how to practice massage therapy in the professional world is to 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 24 of the total 48 required massages.

MTP120 Clinic II (48 Hours) - - The best way to learn how to practice massage therapy in the professional world is to 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 24 of the total 48 required massages.

MTP211 Reflexology (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.

MTP222 Medical Massage and Advanced Techniques I (17 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.

MTP234 Medical Massage and Advanced Techniques II (17 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.

MTP214 Myofascial Release Upper Body (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.

MTP215 Myofascial Release Lower Body (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.

MTP210 Manual Lymphatic Drainage (30 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.

MTP 216 Sports Massage (12 hours) - Students will be able to identify muscles involved in various sports activities and the best techniques to apply. Students will gain an understanding of the differences between pre-event and post-event sports massage. Specific sports injuries will be discussed along with which techniques should be applied. Students will learn techniques intended to facilitate a faster healing process and reduce swelling. Students will learn to relax the muscle tone, improve an athlete's recovery circulation, and restore an athlete's flexibility. Kinesiotaping techniques will be included which will allow for quicker recovery and return to sports training without the usual stiffness and soreness.

Calendar 2021-2023

College Calendar 2021-2023 Start Dates	Program	Projected Graduation Date
6/21/2021	Massage Therapy	4/13/2022
	Medical Massage Therapy	6/27/2022
9/01/2021	Massage Therapy	6/27/2022
	Medical Massage Therapy	9/13/2022
11/15/2021	Massage Therapy	9/13/2022
	Medical Massage Therapy	2/13/2023
2/3/2022	Massage Therapy	11/23/2022
	Medical Massage Therapy	2/13/2023
4/18/2022	Massage Therapy	2/13/2023
	Medical Massage Therapy	4/25/2023
7/5/2022	Massage Therapy	4/25/2023
	Medical Massage Therapy	7/12/2023

The graduation date listed is the date of completion of the degree or diploma. This date presumes all courses taken in order without withdrawal, dismissal, or course retakes. Graduation ceremonies are scheduled after the graduation date.

In the School of Allied Health, the completion date may be later depending upon when a student's externship hours are completed.

Orion Technical College Break Schedule No Classes

May 31, 2021	Memorial Day
July 5, 2021	Independence Day (observed)
September 6, 2021	Labor Day
November 11, 2021	Veteran's Day
November 25-26, 2021	Thanksgiving

December 24, 2021 – January 2, 2022	Winter Break
January 17, 2022	Martin Luther King, Jr. Day
May 30, 2022	Memorial Day
July 4, 2022	Independence Day
September 5, 2022	Labor Day
November 11, 2022	Veteran's Day
November 24-25, 2022	Thanksgiving
December 23, 2022 – January 1, 2023	Winter Break

Constitution Day Observance

Orion Technical College proudly observes Constitution Day (September 17th) and holds an annual educational program for all staff and students. This program is held on campus on the actual day of observance or the following Monday if the day of observance occurs on a weekend

College Closing

If the college must be closed due to severe weather conditions or other unavoidable circumstances, students should tune in to local radio and television stations for more information. For questions about the college being open or closed, or delayed start, call the main switchboard at (563) 386-3570 or check the Orion Technical College Facebook page.

SCHOOL OF ALLIED HEALTH TUITION AND FEES

PROGRAM	CLASS WEEKS	TOTAL TUITION
Massage Therapy (Diploma)	40	\$10,200.00
Medical Massage Therapy (Diploma)	50	\$12,850.00

Disclosure Information

Program	SOC Code	OnetLink	Graduation Rate	Placement (Latest reported Cohort)	Median Loan Debt
Massage Therapy*	17-3023	https://www.onetonline.org/link/summary/17-3023.01	NA	NA	NA
Medical Massage Therapy	17-3023	https://www.onetonline.org/link/summary/17-3023.01	NA	NA	NA

NOTE: Most recent Graduation and Employment data is not available due to program beginning June 2021.

Tuition

Tuition includes charges directly related to instruction

Materials

Textbooks and consumable laboratory supplies necessary to complete the course are supplied to the student at appropriate points in the term and remain the property of the student. The typical included cost of textbooks and consumable laboratory supplies is between \$200 and \$500 per term. All other supplemental reference materials, tools and equipment remain the property of the college. The student is expected to supply writing paper and utensils.

Additionally, the following fees will be charged by the college:

Graduation - Candidates for graduation will be charged a graduation fee of \$25.00.

Course Repeat - A student repeating a class whether voluntary or compulsory will be charged standard rate per credit hour for the class being repeated.

Library/ Learning Resource Center- Students are held responsible for all materials taken out and may have to bear the cost of replacement if materials are lost or damaged.

Laboratory - An additional charge may be levied against a student for excessive waste, loss, or damage.

Abuse of Facility - Charges may be assessed to a student responsible for abuse, damage, or destruction of school facilities.

Proficiency Testing – A \$50 testing fee (per exam) must be paid to sit for a proficiency exam. Only one attempt is allowed per course.

FINANCIAL AID STANDARDS FOR SATISFACTORY ACADEMIC PROGRESS- MASSAGE THERAPY AND MEDICAL MASSAGE THERAPY PROGRAMS

Federal regulations (34 CFR 668.34) require all students receiving Federal Title IV Financial Aid funds maintain Satisfactory Academic Progress (SAP) while in the pursuit of their diploma or degree. There are qualitative and quantitative standards in measuring progress, all of which are outlined below. These standards consider cumulative grade point average, scheduled, attempted, completed clock hours, and “pace of completion” in determining whether a student maintains aid eligibility. A student’s entire academic history is considered, whether or not the student received federal aid. The standards in this document are separate and distinct from the Academic Progress policy outlined in the School Catalog. Three standards are used to measure SAP for federal financial aid.

There are qualitative and quantitative standards used to measure progress as outlined below:

- **Cumulative Grade Point Average (CGPA):** Cumulative Grade Point Average (CGPA) is determined by dividing the sum of all Numerical Grades by the number of completed courses. CGPA will be calculated at each evaluation point and includes all work completed in the program. Grade indicators of “I” (Incomplete) are not considered successful completion. Grade indicators of “I” carry a numerical grade of 0% and are included in the calculation of the CGPA. A grade indicator of “W” (Withdrawal) is not considered a successful completion of a course and is not calculated in the CGPA. A grade of “T” (Transfer Credit) will not be included in the calculation of CGPA. Although repeated courses will count towards clock hours attempted, the higher of the two grades earned will be used in the CGPA calculation.
- **Pace of Completion** The pace of completion is calculated by dividing the number of clock hours completed by the number of clock hours attempted in a program. To retain financial aid eligibility, a student must maintain pace of completion as outlined in the Evaluation Point section of this policy. All hours attempted, including repeated courses, will apply towards Pace of Completion including courses resulting in an “F,” “I,” “T,” or “W.” Grades of “A,” “B,” “C,” “D,” and “F” are considered attempted and earned.
- **Maximum Time Frame (MTF):** All students must complete their program in a period not to exceed 150% of the published length of the program as measured in clock hours. All hours attempted, including repeated courses, will apply towards the

Maximum Time Frame to complete the program including courses resulting in an “F”, “I”, “T,” or “W”. Grades of A, B, C, D, and F are considered attempted and earned. For example, Students in the Massage Therapy or Medical Massage Therapy programs will have a maximum of 150% of the normally allotted scheduled calendar time to complete their program of study (1080 attempted hours and 60 weeks for Massage Therapy, 1350 attempted hours and 75 weeks for Medical Massage Therapy).

Maximum Time Frame is measured in hours attempted. A grade of F or grade indicators of I (Incomplete) or W (Withdrawal) are considered attempted hours 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.

Evaluation Points for clock hour programs:

Satisfactory Academic Progress evaluation takes place at the end of each payment period as outlined below. A student may not be allowed to continue into additional courses (see SAP policy for clock hour programs) and will not receive the second disbursement of their Federal Student Aid until the student has passed their required courses and completed both one-half the total clock hours and one-half of the calendar weeks in the program.

- Massage Therapy Program: 720 Clock Hours / 40 weeks of actual attendance.
 - o 1st payment period 360 hours / 20 weeks of actual attendance.
 - o 2nd payment period 360 hours / 20 weeks of actual attendance.
- Medical Massage Therapy Program: 900 Clock Hours / 50 weeks of actual attendance.
 - o 1st payment period 450 hours / 25 weeks of actual attendance.
 - o 2nd payment period 450 hours / 25 weeks of actual attendance.

Financial Aid Warning

Financial Aid Warning may be assigned at the end of each Evaluation Point if a student fails to meet Pace of Completion or Minimum CGPA. Students failing to meet minimum requirements for attendance and/or academic progress will be placed on Financial Aid Warning and considered to be making satisfactory academic progress during the warning period which is until the next evaluation period.

- The student is notified they are being placed on Financial Aid Warning.
- During the Financial Aid Warning period, a student may continue to receive federal aid funds during the warning period which is the next Evaluation Point.

Financial Aid Suspension

Financial Aid Suspension is assigned when a student fails to make SAP at the end of the Financial Aid Warning period. A student on Financial Aid Suspension is no longer eligible to receive federal aid funds. The student is notified prior to the start of their next scheduled courses that unless an appeal is submitted and granted the student will not be eligible for federal aid funds.

- Financial Aid Suspension may be appealed to the Office of Financial Aid (See Appeal Process below). A student may be removed from Financial Aid Suspension after successfully appealing, at which point, the student will be placed on Financial Aid Probation and have eligibility reinstated for one additional payment period.

Financial Aid Probation

Financial Aid Probation is assigned to a student who successfully appeals Financial Aid Suspension and has eligibility for aid reinstated for one additional payment period (Appeal Process follows below). To regain eligibility after that, the student must meet SAP or the requirements of the approved Academic Plan.

Academic Plan

An Academic Plan will be developed in conjunction with the successful appeal of Financial Aid Suspension, which, if followed, will allow the student to meet SAP standards by the agreed upon date (usually the next evaluation point). This plan is developed with the Campus Director or Designee, in consultation with the Financial Aid Director and the student.

Appeal Process

The loss of financial aid eligibility due to Financial Aid Suspension may be appealed if extenuating circumstances interfered with the student's ability to meet satisfactory academic progress. An appeal is a process by which a student who did not meet satisfactory academic progress after a financial aid warning petitions the college for reconsideration of eligibility for federal funds. To appeal the loss of financial aid, a student must submit a SAP Appeal Form explaining the extenuating circumstances along with supporting documentation which affected the student's academic progress (this form may be obtained from the Financial Aid Office). Extenuating circumstances include:

- Prolonged illness, medical condition, or injury to student or immediate family member
- Death of an immediate family member
- Significant trauma in the student's life which has impaired the student's emotional and/or physical health • Unforeseen and/or extenuating circumstances beyond the student's control. The letter must include the following information:
 - The circumstances and how the circumstances affected academic performance.
 - Include dates and time periods involved.
 - Explain how the situation has changed and the steps planned to resolve the circumstances and improve academic performance. Documentation may include:
 - Physicians' letters and hospital records (must include dates of illness and recovery time).
 - Death certificate or obituary.
 - Court or police documents.
 - Letters from third party professionals on their letterhead.

Appeal Decisions

- All appeal decisions are final and only affect the student's eligibility for federal financial aid.
- The Campus Director or Designee will advise the student of the decision.
- Appeals are only approved for one Evaluation Period.
- Academic Plans are reviewed after each Evaluation Point.
- If student is progressing according to the Academic Plan, a new appeal is not required.

- If an appeal is granted, financial aid will be awarded on a probationary basis during the evaluation period.
- Students requesting consideration for reinstatement of their eligibility for financial aid through an appeal will be notified of the decision in time to attend classes in the subsequent quarter. Terms and conditions of appeal approval will be included in the decision notice.

Institutional Refund Policy

A student who withdraws or is withdrawn from Orion Technical College, will have the following institutional tuition refund policy applied:

For credit hour program, Orion Technical College, Ltd., shall calculate a terminating student's tuition adjustment based upon the ratio of the remaining (incomplete) number of calendar days in the term to the total calendar days of the term times 90 percent.

For clock hour programs, Orion Technical College, Ltd., shall calculate a terminating student's tuition adjustment based upon the ratio of the remaining (incomplete) number of scheduled clock hours in the term to the total scheduled clock hours for the term times 90 percent.

1. Refunds shall be provided within 45 days following the date that Orion Technical College, Ltd., determines that the student withdrew.
2. If a student withdraws from a term, he/she shall not be charged any fee or other monetary penalty for the term other than the tuition balance remaining after the adjustment calculation is performed as specified in this section.

Additional Institutional Refund Policy Criteria:

- A. Full refund of all monies will be made in the case of cancellation of the course by the college.
- B. Visitation and Facility Tour: Students who have not visited the college facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the college facilities and inspection of equipment.
- C. Cancellation: A student canceling his/her enrollment before starting classes will be refunded all monies paid the college.
- D. For the purpose of payment plans, Orion Technical College, Ltd complies with all policies in Regulation Z by providing all necessary truth-in-lending information and documents
- E. Special Cases: In case of prolonged illness or accident, death in the family, or other circumstances which make it impractical to complete the course, the college shall make a settlement which is reasonable and fair to both parties. If, at any time, a student terminates an educational program due to the student's physical incapacity or, for a program that requires classroom instruction, due to the transfer of the student's spouse's employment to another city, the terminating student shall receive a refund of tuition charges in an amount that equals the amount of tuition charged to the student multiplied by the ratio of the remaining number of calendar days in the school period to the total number of calendar days in the school period.
- F. After Starting Classes: A student may withdraw or add classes without penalty during the Add/Withdrawal Period. The Add/Withdrawal period is the first 5 class days of the term. The determination of attendance will be made prior to the disbursement of financial aid funds. Orion Technical College, Ltd. reserves the right to cancel a student's enrollment for nonattendance within the first 5 class days of the term. Students can appeal their cancellation in writing to the Campus President or Designee within 5 days of the cancellation. The Add/Withdrawal period may be adjusted when a holiday, inclement weather, or other unforeseen events occur within the first 5 class days of the term.

Students who withdraw with tuition or other fees due the college are requested to make arrangements for payment at the time of withdrawal. The college will attempt to collect any unpaid tuition balance. Accounts with an outstanding balance with no payment activity for a period of six (6) months after the student's last day of attendance or last involvement in an academic activity at Orion Technical College, Ltd. may be submitted to a commercial collection agency.

Dismissal of Student's Training by College

Grounds for dismissal of student include: Failing grades, tuition or fee payment delinquencies, or failure to comply with college rules, as described in the Academic Catalog. A student who does not attend classes for a period of fourteen (14) consecutive calendar days is withdrawn except in extraordinary cases such as Military training and jury duty. These exceptions must be communicated to the college before 14 calendar days, or the dismissal will result. Whether a student terminates his/her enrollment or is terminated by the college, the student's withdrawal date or LDA (Last Date of Attendance) is determined by reviewing the attendance records of the current term that the student was attending (Date of Determination)

Title IV Refund Policy For Credit Hour Programs

All students receiving Title IV funds are subject to regulations set forth in 34 CFR 668.22, Return of Title IV funds. The provisions of 34 CFR 668.22 will be made available upon request.

All tuition refunds will be made within 45 days from the date of determination of the student's withdrawal from college. In the case of a [Leave of Absence](#), if a student does not return to the college on the scheduled return date, a refund will be made within 45 days from the date of determination.

The law specifies how Orion Technical College, Ltd., determines the amount of Title IV program assistance that a student earns if he/she withdraws from college. When a student withdraws during his/her period of enrollment, the amount of Title IV program assistance that has been earned up to that point is determined by a specific formula, on a pro rata basis. For example, if a student completed 25% of his/her period of enrollment, he/she would earn 25% of the assistance originally scheduled. Once more than 60% of the period of enrollment is completed, all the assistance that a student was scheduled to receive is earned for that period. It is possible that a student may have a balance remaining with the college after Title IV funds have been returned to the U.S. Department of Education in accordance with federal law. Students should note that they are responsible for any remaining tuition balance left with the college after the return of Title IV Funds. 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

Title IV Refund Policy For Clock Hour Programs

When Orion Technical College, Ltd has determined that 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. In the case of a [Leave of Absence](#), if a student does not return to the college on the scheduled return date, a refund will be made within 45 days from the date of determination.

As a clock hour program, attendance records are a highly reliable portion of the student's overall record at Orion Technical College, Ltd. 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 Technical College. 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 Technical College.

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 that 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 that 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.

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 books and supplies issued by the college except for those that have been consumed. Consumed is defined as items that cannot be used by another student and items that are returned in a condition that prevents them from being used by another student. 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.

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.

Veterans Benefits and Transition Act of 2018 Compliance [Section 103 of the Veterans Benefits and Transition Act of 2018.](#)

Effective 7/12/19

In compliance with the above Act, Orion Technical College will not impose any penalty on a student receiving educational benefits from the U.S. Department of Veterans Affairs including:

1. The assessment of late fees.
2. The denial of access to classes.
3. Libraries or other institutional facilities and/or
4. The requirements that a **Chapter 31** or **Chapter 33** recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to Orion Technical College due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs.

This policy is limited to tuition funds paid by the U.S. Department of Veterans Affairs

Return of Tuition Assistance: Military Tuition Assistance (TA)

Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded.

To comply with the new Department of Defense policy, Orion Technical College will return any unearned TA funds on a prorated basis through at least the 60% portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending. These funds are returned to the military Service branch.

Instances when a Service member stops attending due to a military service obligation, the educational institution will work with the affected Service member to identify solutions that will not result in student debt for the returned portion.

Schedule for the Return of Unearned Tuition Assistance (TA) Funds

Orion Technical College has a policy that returns any unearned tuition assistance (TA) funds on a proportional basis through at least the 60 percent portion of the period for which the funds were provided to the military Service Branch.

For programs with 10-week terms, Medical Assisting Technology, Medical Billing and Coding and Massage Therapy. the following schedule is followed:

1	100%	Return	
2	100%	Return	
3	100%	Return	
4	100%	Return	
5	100%	Return	
6	85%	Return	
7	83%	Return	
8	80%	Return	
9	78%	Return	
10	75%	Return	
11	73%	Return	
12	70%	Return	
13	68%	Return	
14	65%	Return	
15	63%	Return	
16	60%	Return	
17	58%	Return	
18	55%	Return	
19	53%	Return	
20	50%	Return	
21	48%	Return	
22	45%	Return	

23	43%	Return	
24	40%	Return	60% Complete
25	38%	Return	
26	35%	Return	
27	33%	Return	
28	30%	Return	
29	28%	Return	
30	25%	Return	
31	23%	Return	
32	20%	Return	
33	18%	Return	
34	15%	Return	
35	13%	Return	
36	10%	Return	
37	8%	Return	
38	5%	Return	
39	3%	Return	
40	0%	Return	
	10 WEEK TERMS		

For a program with 15-week terms (Associate and Bachelor Degree Electronics Engineering Technology) the following schedule is followed:

1	100%	Return	
2	100%	Return	
3	100%	Return	
4	100%	Return	
5	100%	Return	
6	90%	Return	
7	88%	Return	
8	87%	Return	
9	85%	Return	
10	83%	Return	
11	82%	Return	
12	80%	Return	
13	78%	Return	
14	77%	Return	
15	75%	Return	
16	73%	Return	
17	72%	Return	
18	70%	Return	
19	68%	Return	
20	67%	Return	
21	65%	Return	

22	63%	Return	
23	62%	Return	
24	60%	Return	
25	58%	Return	
26	57%	Return	
27	55%	Return	
28	53%	Return	
29	52%	Return	
30	50%	Return	
31	48%	Return	
32	47%	Return	
33	45%	Return	
34	43%	Return	
35	42%	Return	
36	40%	Return	60% Complete
37	38%	Return	
38	37%	Return	
39	35%	Return	
40	33%	Return	
41	32%	Return	
42	30%	Return	
43	28%	Return	
44	27%	Return	
45	25%	Return	
46	23%	Return	
47	22%	Return	
48	20%	Return	
49	18%	Return	
50	17%	Return	
51	15%	Return	
52	13%	Return	
53	12%	Return	
54	10%	Return	
55	8%	Return	
56	7%	Return	
57	5%	Return	
58	3%	Return	
59	2%	Return	
60	0%	Return	
	15 WEEK TERMS		

Amended Complaint Procedure and NC-SARA Notifications

General Complaint Procedure

Orion Technical College encourages any member of the college community including students, faculty, or staff, who has a formal complaint or a grievance to first direct their complaint or grievance to the faculty, staff or administrator involved. Should the complaint or grievance not be resolved at that point, or should the member not feel comfortable directing their complaint or grievance to the faculty, staff, or administrator involved, then the individual with the complaint or grievance should submit the complaint in writing to the Director of Financial and Administrative Services. If the complaint is not resolved after submission to the Director of Financial and Administrative Services, the complaint should be submitted to the Campus President or Designee. Complaints concerning administrative matters should be submitted to the Campus President or designee.

Academic Complaint and Grievance Procedure

A student with an academic concern or complaint should first meet with their instructor. If this does not resolve the issue or the student is not comfortable directing their complaint or grievance to their instructor, he/she should see the following people in the following order: Academic Dean, then Campus President. Orion Technical College will respond within 30 days after receiving the student's written complaint.

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a published procedure and operational plan for handling student complaints. Complainants are encouraged first to avail themselves of the school's complaint procedures. If a student feels that the school has not adequately addressed a complaint or that the school is not in compliance with accreditation requirements, that student may file a complaint with the Commission in accordance with the following:

1. All complaints must be received by the Commission in writing.
2. For a complaint to be processed, it should contain:
 - a. The basis for any allegation of noncompliance with ACCSC standards or requirements.
 - b. All relevant names and dates and a brief description of the actions forming the basis of the complaint; copies of any documents or materials that support the allegations, when available; and
 - c. A release from the complainant authorizing the Commission to forward a copy of the complaint, including the identification of the complainant, to the school. This can be achieved by completing and submitting page 2 of the Complaint Form.

This form is available on the ACCSC website:

<http://www.accsc.org/UploadedDocuments/Forms/ACCSCComplaintForm.pdf>

Upon receipt of a complaint filed in accordance with the aforementioned format, the Commission will forward a copy of the complaint to the school for a response. Schools are given a period of time upon receipt of the complaint to prepare a response addressing the alleged areas of non-compliance with the Commission's requirements. The Commission may determine, based on a review of the school's response, that the school has adequately addressed the concerns raised in the complaint and is in compliance with the Standards of Accreditation. In all cases, both the school and complainant are notified of the final disposition of the complaint. Although one possible outcome of the complaint process may be the resolution of a dispute between parties, the Commission does not act as an arbitrator.

The Commission's primary responsibility in reviewing complaints is to ensure that member schools remain in continuous compliance with accreditation requirements. The Commission will not intervene on behalf of individuals in cases of disciplinary action or dismissal or review decisions in such matters as admission, graduation, fees, and similar points unless the context suggests unethical or unprofessional actions that seriously impair or disrupt the educational services of an applicant or an accredited school.

If a completed complaint form is not returned, the complaint may not be processed by ACCSC.

If there are any questions, please feel free to contact the Commission office at (703) 247-4212.

Accrediting Commission of Career Schools and Colleges
2101 Wilson Blvd., Suite 302, Arlington, Virginia 22201

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the Campus President or visiting the ACCSC website at: <http://www.accsc.org/Student-Corner/Complaints.aspx>

Orion Technical College is approved by the Department of Education to participate in financial aid programs for those students who qualify. The college voluntarily undergoes periodic accrediting evaluations by teams of qualified examiners including subject experts and specialists in career education and private college administration such as :

Iowa Division of Vocational Rehabilitation

Illinois Department of Rehabilitation Services

Social Security Administration

Workforce Investment Act

Department of Veteran's Affairs

In addition to the state-specific complaint procedures listed below, all students of Orion Technical College may file a complaint with the Iowa College Aid Commission.

Orion Technical College is registered by the Iowa Student Aid Commission on behalf of the State of Iowa. The commission's contact information for students wishing to inquire about the college or file a complaint is: <https://www.iowacollegeaid.gov/StudentComplaintForm>

State Authorization for Distance Learning

Orion Technical College is registered to operate in Iowa by the Iowa College Student Aid Commission and approved the Iowa College Student Aid Commission (ICSAC) to participate in the National Council for State Authorization Reciprocity Agreements. NC-SARA is a voluntary, regional approach to state oversight of postsecondary distance education; it allows Orion Technical College to offer programs and courses to residents of member states without seeking state-by-state approval, and is intended to make it easier for students to take distance education courses offered by postsecondary institutions based in another state. A list of participating states and institutions can be found at [National Council for State Authorization Reciprocity Agreements](#)

Students who have questions or complaints about Orion Technical College may contact the Commission at (877) 272-4456 or via the online [student dispute resolution form](#).

Professional Licensure

Important Note to Prospective Students: Certain state certification and licensure boards have specific educational requirements for programs to lead to a license or nongovernmental certification that is a precondition for employment in a recognized occupation.

Each program page in this catalog outlines whether the program is designed to meet educational requirements for a specific state-regulated occupation. Unless otherwise specified, the program was not designed to meet any specific state's licensure or certification requirements. If certain licensed occupations, vocations, or professions are not explicitly

listed, Orion Technical College has not reviewed the licensure or certification requirements of those occupations, vocations, or professions, nor intended the program to meet such requirements.

Please note that licensure for certain state-regulated occupations may rely on national certification or licensure exams. Passing a national exam is not a guarantee of a graduate's ability to obtain a state license. Orion Technical College will work to disclose the most up-to-date information for prospective and current students. Students are highly encouraged to seek guidance from the appropriate licensing agency in their state of residence.

Students pursuing a professional licensure-track program who move to another state must update their address with the financial aid office and with their appropriate Program Director within 30 days of moving to discuss their licensure eligibility.

Documents verifying accreditation and approvals may be reviewed in the Campus President's Office, by appointment, during regular business office hours.