

ACADEMY of NATURAL THERAPY

COURSE CATALOG

ASSOCIATES
975 HOUR MASSAGE
750 HOUR MASSAGE
600 HOUR ESTHETICS

ACADEMY of NATURAL THERAPY

INTRODUCTION

At The Academy of Natural Therapy we have been captivated by the beauty of this profession. Massage Therapy is at the front lines of the health care industry because it improves the well-being of individuals on both the physical and emotional levels. The Academy of Natural Therapy is excited by the numerous possibilities for change, growth, and enhancement of the quality of education for Massage Therapists of tomorrow. The Instructors and Staff are deeply committed to instilling in our students the knowledge, integrity, and ethics needed to professionally succeed in the Massage Therapy profession.

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The Academy of Natural Therapy is approved and regulated by the Colorado Department of Higher Education, Private Occupational School Board. The Academy of Natural Therapy 750-Hour, 975-Hour Massage Therapy Program and the 600 Esthetician Program is accredited by the

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Owned and operated by the Academy of Natural Therapy, Inc.
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Our Mission

The Academy of Natural Therapy offers students high quality education and thorough techniques of Massage Therapy. The Academy is committed to providing graduates with the skills necessary to offer effective and professional care to clients.





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Today you have the chance to do something Extraordinary!

Massage is one of the few professions that can change a person's health and life through non-invasive and natural means

ACADEMY of NATURAL THERAPY

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About Us

It's not enough to just graduate the best students. It is far more important to make sure they find rewarding and meaningful work. We start with a great curriculum, and follow through with small classes and wonderful teachers. The recipe for success is here.





Our Curriculum

In the field of massage, our curriculum is thorough and inclusive. We want you to be a well-rounded, knowledgable professional who demonstrates the highest practice of excellence in the field of Massage Therapy.

Our Experience

Our massage traditions have been passed down through five generations. Our graduates practice all over the country and have changed the face of massage since 1989. The concepts and principles taught here have made a significant impact on the world of massage. We understand our role in the massage community and believe every student can be a future therapist who will affect the world of tomorrow.

Our Dedication

It's not enough to just graduate the best students. It is far more important to make sure they find rewarding and meaningful work. We start with a great curriculum, and follow through with small classes and wonderful teachers. The recipe for success is here.

Our Results

We measure our success one student at a time, not only by if they enter the profession, but by how long they stay in the profession. Our graduates have the skills to make a lifelong career of massage. We attribute this to teaching proper body mechanics and therapist self-preservation techniques. Our students utilize the weight of the body, not just the force of muscle in the hands.

The Student



Student Council

Have a voice in the school, make this place your place.

Your Class, Your Family

Build friendships, grow, experience and join together for a lifetime.

Professional Clinic

You will look like a professional and act like a professional alongside other professionals.

Home Environment

Sometimes it's hard to live with all the people you share your life with. Sit, relax, hang out...we enjoy your company!

Subject Clinic

You can massage your friends, family, and other students in the student clinic. Hopefully they won't get too spoiled!

Experience



I Need Help!

We expect our graduates to be the best anywhere and that's why we spend so much time helping our students.

Hands On!

Learning with your hands is the 4th dimension in learning. We incorporate this in all of our classes.

Books, Books, Books!

Our textbooks are always the newest editions and are always included in your tuition.

My Class & I Learned...

With a maximum of 15 students in a class, it's easy to stay focused and get one-on-one attention.

I Graduated, What now?

We help our graduates prepare for the next step of their career by paying for the MBLEx, ABMP and Exam Coach. We also help students perfect their resumes to help them get the best job for them.

Why Education Matters

Massage has a great future in the health care industry. Jobs will be there if you are properly educated

Massage and Esthetics Is Our Focus

A healing school is the ideal place to learn massage and esthetics. Every room, instructor and employee is dedicated to this profession. Our focus is special and singular which allows our students more time learning their profession.

Face-to-Face Learning

The education industry as a whole is moving towards an alarming standard of distance education. That may be ok for learning mathematics, but it serves no benefit in a hands-on education such as massage.

Small Classes

One of the most important aspects of our school is our teaching environment. We feel this goes hand-in-hand with our dedication to small class sizes. When in a one-on-one relationship with those amazing instructors, it is impossible not to learn and understand massage correctly. The student to teacher ratio for all of our classes is 1:15.

Dedicated Instructors

Our environment is massage centered and focused. It is not only a place of learning but of ongoing engagement and development of the massage practice. It's hard not to be caught up in the world of massage when walking down our halls.

Massage Stories

"My favorite story as a massage therapist is actually as a student going through massage therapy school. In one of my advanced body work classes, my instructor asked if we could bring a family member or friend into class that had problems with pain, mobility, or range of motion. My mom was the perfect subject. Due to a past work injury, she suffered from chronic pain, had limited mobility, and could only stand for short increments. Each day of class we learned new massage techniques which we would practice on her. It was amazing! Each day she returned to class and would report that she was able to clean the floor or vacuum the rug without taking a break. Each week she would say how much better she felt and what new task she was able to do. Because I was able to give my mom the gift of massage she has gained much of her independence back and no longer suffers from chronic pain. As her massage therapist, knowing I helped someone in such a profound way has also enriched both of our lives."

J. Owens 2005

"A client came in with long standing injuries from fighting in Vietnam. He experienced shooting pain, like a lightning bolt, from the top of his head to his eye. He was also not able to lie down flat. He tried everything over the years and finally came to see me. With a little investigation I found that his sutures in his skull were uneven and causing pressure on the lower right side. After one session using craniosacral procedures he said that he completely recovered."

D. Mongan 2012

A Great Curriculum

Our classes are specific and carefully constructed to make full use of the student's time while in school. We do not have any filler or anything that is not directly related to massage. Each class has a skill set that is not only valuable but also vital for correcting and maintaining a person's health. Every piece is a specific component to completing a large puzzle of this healthcare career. We could not imagine cutting a single class from this balanced series.

The Most Educated Person Gets The Job!

Sit back and imagine for a moment that it is your job to hire a therapist. A stack of resumes sits on your desk. The first thing you would do is sort them by level of education. With the education crafted here at The Academy of Natural Therapy, it would be impossible not to be considered for a career in massage and esthetics. Receiving your education here gives you a clear advantage over the other candidates.

Testimonials

"I graduated from ANT in June of 2013. I am now living in Montana, and I am working at a spa located on a resort in a small mountain area near Glacier National Park. I work with some wonderful MTs; but, I must say, after talking to them (educated here, NM, and NJ) I feel like their respective schools left out a lot. Then after talking to other therapists I've met over the years, I've come to the conclusion that I have just received a massage education on steroids! I feel like I've learned a considerable amount from ANT that most schools only consider after continuing ED. I have recommended students to ANT, and I certainly would again. I think a good education as your foundation sets your career up for success and longevity." ***~ Christina P***

"My year spent with The Academy of Natural Therapy absolutely changed my life. From day one, the staff, teachers, and my fellow classmates were supportive, encouraging, and helped me to truly push and excel to be the best student I could be. The class scheduling was perfect for my lifestyle and allowed me to get the most from this amazing program! It wasn't until after I graduated that I discovered how blessed I was to receive my massage certification from ANT, and how incredible and top notch the education truly was. After graduation, I worked alongside some amazing chiropractors. I was able to be apart of their team in helping clients become pain free. After three years of being in practice, I made the leap to open my own business! My one year anniversary is quickly approaching and my schedule and client list are almost too full! How incredible is that after one year? Without my education from ANT, I truly don't believe I would be able to open and operate my own business, be able to interact with clients, achieve almost a 100% percent reschedule rate, and above all, give the amazing gift of massage therapy to change people's lives. It is truly wonderful to have my own practice, be my own boss, set my own schedule, and make my clients happy and feeling good! I owe my successes to The Academy through and through. This school, the education, the facilities, are truly one of a kind. Thank you ANT!" ***~ Rachel H***

"The Academy was a fantastic education and has propelled me into a wonderful career. I would recommend this school to anyone who is wanting to learn massage. There is more than meets the eye!!" ***~ Trevor H***

Our Massage Program

750-Hour Massage Program

Course Prefix	Course Title	Clock Hours	Credit Hours	Cost Tuition
CHM 110	Chair Massage	24	1.6	$504
BIO 120	Anatomy & Physiology I	60	6	$1,260
BIO 210	Kinesiology	60	6	$1,260
SPE 130	Communications and Ethics	40	4	$840
SWM 210	Swedish Massage	60	4	$1,260
CPM 170	Clinic Practicum Level 1	60	3	$1,260
BIO 220	Anatomy & Physiology II	40	4	$840
TPT 220	Trigger Point Therapy	40	3	$840
BIO 130	Pathology	40	4	$840
NMT 220	Neuromuscular Therapy I	40	2.5	$840
CPM 200	Clinic Practicum Level 2	42	2	$882
HYD 210	Hydrotherapy	40	3	$840
SPM 210	Sports Massage	40	3	$840
MAN 140	Entrepreneurship	40	4	$840
NMT 230	Neuromuscular Therapy II	40	2.5	$840
CPM 300	Clinic Practicum Level 3	42	2	$882
CPM 400	Clinic Practicum Level 4	42	2.1	$882

750 Clock Hours/56.7 Quarter Credit Hours
Normal Program Length 36 weeks (3 quarters)

750-Hr Massage Therapy Program Cost

Tuition	$15,750
Books/Supplies	$750
Total Program Cost	**$16,500**

750–Hr Program Objectives

Educational objectives are the guidelines that prepare massage therapists to become massage professionals. The 750-hr program will prepare the massage therapist for a career in massage with the basic skills needed to be successful. Students are provided with the educational tools necessary to:

- Acquire an in-depth foundation of the scientific knowledge related to massage techniques and applictions
- Understand the effectiveness of massage therapy in relationship to the body, and recognize its limitations
- Increase student's self-awareness and enhance his/her ability to effectively contribute to the physical, mental, and emotional well-being of clients
- Develop an understanding of proper ethical practices as a Licensed Massage Therapist
- Demonstrate confidence and professionalism in the practice of massage therapy.

BIO–120 & 220 Anatomy & Physiology I&II

An in-depth understanding of human anatomy and the associated physiology of the 11 body systems is essential to the practice of massage therapy. Topics are discussed in a general scientific approach and geared toward the understanding of systems in relation to maintaining homeostasis in the body as a whole. This is linked to the practice of massage, and how manipulation through massage can affect the functions of various systems. Lab time will be incorporated into the lecture courses, as needed. Labs include various types of models to enhance the students' understanding and visual imagery of the systems, their locations, and the interaction between them.

1: 60 Clock Hours/6 Qtr. Credit Hours
2: 40 Clock Hours/4 Qtr. Credit Hours

Prerequisite: None

BIO–210 Kinesiology

Kinesiology is the science that depicts the relationship between muscles and human movement. This course identifies the origin, insertion, and action of individual muscles and muscle groups. These concepts are essential for developing a clear understanding of how muscles function in health, injury, and exercise. Students also explore how to provide training advice for pre-rehabilitation, rehabilitation, and healthy living. Students have many hands-on (palpation) skill training activities to strengthen their knowledge of muscle locations.

Prerequisite: None

60 Clock Hours/6 Qtr. Credit Hours

SPE–130 Communication and Ethics

The course focuses on helping students build the knowledge, skills and self-awareness to approach a wide range of ethical questions with clarity and confidence. Students will learn what the therapeutic relationship is, and how they function with their scope of practice regarding it. They receive basic concepts in the therapeutic dialogue, such as active listening skills and "I feel" statements, while also learning how to impliment physical, mental, emotional, and spiritual boundaries for the client as well as themselves. These skills help students respond to a client honestly, justly and respectfully. Students learn the ethics of appropriate touch the distinction between healthy and appropriate and inappropriate touch, and how to help the client understand the difference. Students learn to recognize the red flags of communications and how to apply ethical conflict and resolution. Finally, students are trained how to practice professionalism with all other health professionals when to make appropriate referrals, and how to recognize burnout in their own lives so they seek out the appropriate help they need.

Prerequisite: None

40 Clock Hours/4 Qtr. Credit Hours

SWM-210 Swedish Massage

The foundations of many massage modalities stem from the techniques used in Swedish massage. The movement techniques help the student develop basic massage strokes, body centering, and palpation of muscles. This course also covers body mechanics, draping, the use of oils and lotions, introduction to client interaction, introduction to manual healing therapy, and touch as a healing modality.

Prerequisite: None

60 Clock Hours/4 Qtr. Credit Hours

CHM-110 Chair Massage

Chair massage is a comfortable and convenient way to expose clients to massage. Clients remain clothed and are seated in a specially designed chair to receive the massage. This course teaches the student how to do a 15 minute and 30 minute chair massage routine that include the back, arms, hands, posterior neck, and scalp. This course also explores marketing, supplies, contraindications, benefits, pay scale, ergonomic solutions, and therapist body mechanics. The student will also be able to think through the process of how to adapt other methods of massage and supportive work to the chair position, such as stretching, neuromuscular, and trigger point therapies.

Prerequisite: None

24 Clock Hours/1.6 Qtr. Credit Hours

B10-130 Pathology

t is necessary for a massage therapist to be able to identify pathological conditions in a therapeutic setting. This course enables students to identify these conditions and determine if they are contraindicated in bodywork. Students will also cover prescription medicines and possible adverse reactions to massage.

Prerequisite: Anatomy & Physiology or concurrent enrollment, or Instructor Approval

40 Clock Hours/4 Qtr. Credit Hours

SPM-210 Sports Massage

Since Roman and Greek times, massage has been used to prevent and treat athletic injuries and to help improve athletic performance. Many professional athletes, including the U.S. Olympic team, readily use sports massage. Its acceptance as an effective means of sports enhancement is apparent across a wide variety of professional sports at varying levels of competition. This class provides an introduction into the practice of sports massage for students who choose to continue in this field. Students are taught pre-competition, post-competition, and inter-competition techniques. In addition, students learn the theoretical correlation between massage therapy and enhanced performance, injury prevention, and reduction of injury severity and recovery time.

Prerequisite: None

40 Clock Hours/3 Qtr. Credit Hours

TPT-220 Trigger Point Therapy

Trigger points (TPs) are a major cause of chronic muscular pain. This course helps the student identify when a TP is responsible for pain and how to successfully release TPs in connective tissue. Deep-release methods and supportive work are the focus of this introductory course to deep-tissue massage. Techniques covered include ischemic compression, muscle stripping, muscle energy technique, and positional release to aid in the permanent recovery of soft tissue trigger points.

Prerequisite: Swedish Massage, Kinesiology, or Instructor Approval

40 Clock Hours/3 Qtr. Credit Hours

NMT-220 & 230 Neuromuscular Therapy I & II

This advanced bodywork class deepens the student's understanding of muscular functions, muscular dysfunctions, chronic pain and injury rehabilitation, and postural distortions. Students cover procedures to release the muscles of the lumbar spine, thoracic spine, cervical spine, head, and extremities and learn in-depth postural analysis, assisted stretching, muscle energy techniques, myofascial releases, and deep tissue massage releases.

Prerequisite: Swedish Massage, Kinesiology, Anatomy & Physiology or Concurrent Enrollment

1: 40 Clock Hours/2.5 Qtr. Credit Hours
2: 40 Clock Hours/2.5 Qtr. Credit Hours

MAN-140 Entrepreneurship

This course focuses on the basics for sole entrepreneurship. Students learn insurance billing, business plans, success strategies, advertising, marketing, fees, locations, bookkeeping, tax information, and basic business licensing.

Prerequisite: None

40 Clock Hours/4 Qtr. Credit Hours

HYD-210 Hydrotherapy

Hydrotherapy encompasses the use of water for healing purposes. The use of water as a clinical tool is demonstrated, along with various mud and herbal body wraps. Students are taught the effectiveness of enhancing range of motion via various water oriented techniques. They will also learn techniques for muscle release in a 102-degree pool located on the premises. This class is designed to provide the student with a complete review of the science, practice, and techniques of hydrotherapy in relation to the anatomical and physiological systems of the body.

Prerequisite: None

40 Clock Hours/4 Qtr. Credit Hours

CPM 170, 200, 300 & 400 Clinic Practical (4 Classes)

Throughout the year, students complete hours of hands-on practice in a clinical setting. Students accumulate these hours by receiving and working on fellow classmates, subjects, and clients at scheduled appointments in either the Student Clinic or Academy of Natural Therapy Clinic. All practical hours are to be done in these approved sites and supervised by a mentor/teacher. Full-time students complete four hours a week as a weekly required class, first two quarters in structured clinic and last two quarters in professional clinic. The practical hours are graded as any other course at the Academy, and students must keep up on their hour requirements and practical hours in order to successfully pass the course. The goal of each of the clinic practical courses is to give students an opportunity to work in real-world massage situations with the support and encouragement of seasoned professionals to guide them in the perfection of their skills, so they may become competent and successful massage therapists. Students may receive a Certificate of Completion in Reflexology or Chair massage by completing 20 of their hours in either of these disciplines. Off-campus chair hours will not be included in the total practical hours unless supervised by an instructor or mentor.

Prerequisite: None

186 Clock Hours/9.1 Credit Hours

975–Hour Massage Program

Course Pefix	Course Title	Clock Hours	Credit Hours	Cost Tuition
CHM 110	Chair Massage	24	1.6	$504
BIO 120	Anatomy & Physiology I	60	6	$1260
BIO 210	Kinesiology	60	6	$1260
SPE 130	Communications and Ethics	40	4	$840
SWM 210	Swedish Massage	60	6	$1260
CPM 170	Clinic Practicum Level 1	60	3	$1260
BIO 220	Anatomy & Physiology II	40	4	$840
TPT 220	Trigger Point Therapy	40	3	$840
BIO 130	Pathology	40	4	$840
NMT 220	Neuromuscular Therapy I	40	2.5	$840
CPM 200	Clinic Practicum Level 2	42	2	$882
HYD 210	Hydrotherapy	40	3	$840
SPM 210	Sports Massage	40	3	$840
MAN 140	Entrepreneurship	40	4	$840
NMT 230	Neuromuscular Therapy II	40	2.5	$840
CPM 300	Clinic Practicum Level 3	42	2	$882
CPM 400	Clinic Practicum Level 4	42	2.1	$882
RFL 220	Reflexology	40	3	$840
PDI 220	Prenatal, Delivery & Infant Massage	36	1.5	$756
NUT 110	Nutrition & Exercise	30	2.5	$630
SHM 110	Shiatsu	40	3	$840
HWE 110	Herbology	40	3.5	$840
CPM 501	Clinic Practicum Level 5	39	2	$819

975-Hr Massage Therapy Program Cost

Tuition	$20,475
Books/Supplies	$975
Total Program Cost	**$21,450**

Associate of Applied Science Degree

Course Pefix	Course Title	Clock Hours	Credit Hours	Cost Tuition
750 HOUR PROGRAM Plus Courses Below equal an Associate of Applied Science Degree				
PDI-220	Prenatal, Delivery & Infant	36	1.5	$756
NUT-110	Nutrition & Exercise	30	2.5	$660
RFL-220	Reflexology	40	3	$880
SHM-110	Shiatsu	40	3	$880
HWE-110	Herbology	40	3.5	$880
CPM-501	Clinic Practical-Level 5	39	2	$819
ENG-220	Business Writing	40	4	$880
ORM-260	Orthopedic Massage	40	3	$880
MOT-260	Movement Therapies	40	3	$880
MED-240	Medical Massage	40	3	$880
SNM-260	Special Needs Massage	40	3	$880
NUT-240	Advanced Nutrition	40	3.5	$880
MAN-210	Operations & Clinic Management	40	3	$880
NMT-250	Advanced Neuromuscular Therapy	40	3	$880
LDM-240	Lymphatic Drainage Massage	40	3	$880
MKT-210	Marketing	40	4	$880
TEM-220	Teaching Methods	40	3.5	$880
ZOO-110	Canine Massage	40	3	$880
CPM 600	Clinical Practical-Level 6	66	3.1	$1452
ZOO-120	Equine Massage*	25	1.5	$550

*class excluded from Associates

Associate of Applied Science Degree = $33,462 Total

1,521 Clock Hours/74.2Quarter Credit Hours

AAS Degree Clock Hours/114.3Quarter Credit Hours

975-Hr Program Objectives

The knowledge gained at the Academy incorporates the elements of massage, with advanced skills, to enhance the overall health and well being of the client. Students are provided with the educational tools necessary to:

- Acquire an in-depth foundation of the scientific knowledge related to massage techniques and applications.
- Understand the effectiveness of massage therapy in relationship to the body, and recognize its limitations.
- Demonstrate safe and effective means for assessing the mind-body status of the client and to determine most effective means of intervention.
- Increase student's self-awareness and enhance his/her ability to effectively contribute to the physical, mental, and emotional well-being of clients.
- Develop an understanding of proper ethical practices as a Massage Therapist.
- Demonstrate confidence and professionalism in the practice of massage therapy.
- Integrate the various approaches of mind-body therapy and scientific knowledge into a functional understanding of the human body as a whole.

See 750 Hr Program Class Descriptions plus Below 6 Classes

PDI-220 Prenatal, Delivery, Infant Massage

The birth year is a year of tremendous change for a woman's body and mind. This course shows students how to do safe, supportive massage to relieve the physical discomforts of pregnancy, assist in a meaningful way during labor and delivery, and help in the recovery process following birth. Students learn contraindications to prenatal massage and positioning concerns during the trimesters. Students also learn the benefits and applied techniques of infant massage.

Prerequisite: Swedish Massage or Instructor Approval

36 Clock Hours/1.5 Qtr. Credit Hours

RFL-220 Reflexology

Reflexology has been used for centuries as a tool to help heal the body as a whole. Students are taught an introduction to this ancient healing technique. Reflexology has been used to increase body functions with reflex point stimulation on the hands and feet. Students learn proper body mechanics, zone therapy, and full session reflexology procedures.

Prerequisite: Swedish Massage or Instructor Approval

40 Clock Hours/3 Qtr. Credit Hours

SHM-110 SHIATSU

Shiatsu, the healing art of massage originating in Asia, is thousands of years old. It is based on the theory and philosophy of acupuncture, which views the body/mind as an integrated whole as it is nourished by a person's fundamental chi or energy. Asian healing art theory states that rivers of chi (meridians) run through the body and are related to the different organs. Along those meridians are points of contact called tsubos, which are doorways to the different organs. Shiatsu massage is the art of gentle manipulation using hands, fingers, and foot pressure to these various points, or tsubos, which influence the chi flow throughout the body and create balance and harmony to the entire system. This course provides the student with an introduction to Asian healing theory. Emphasis is on the practical application of shiatsu. Incorporation of the history of shiatsu, and specific point and meridian patterns as well as floor and table applications make this a wonderful introduction to this ancient healing art.

Prerequisite: Swedish Massage, Anatomy & Physiology, or Instructor Approval

40 Clock Hours/3 Qtr. Credit Hours

NUT-110 Nutrition & Exercise

A large part of being a massage therapist is having an understanding of what constitutes a healthy and comfortable body. Working on the muscles through manipulation, trigger points, and reflexology gives the therapist many signals of stress related and nutritionally based conditions. This course provides basic understanding of nutrition and health in a wellness model as students learn nutrition basics and the correlation between stress and health. Students also learn the relationship between lifestyle and wellness. Specific remedies within the scope of practice for massage therapists to create general well-being for clients are also covered.

30 Clock Hours/2.5 Qtr. Credit Hours

HWE 110 Herbology

In this class students will learn how to reference legitimate sources of information in preparation for being a knowledgeable resource for their clients. Class activities will include selection and care of plants and preparation of tinctures

40 Clock Hours/ 3.5 Credit Hours

CPM-501, Clinical Practical-Level 5

This class, CPM 501, requiring a total of 39 hours, is the fifth of 5 Clinic Practicum Classes to equal a total of 225 hours of hands-on practice in clinical settings. It must be done outside of the time spent in any other class. Students accumulate these hours by receiving and working on fellow classmates and subjects in the Student Clinic in the basement of the Academy, at applicable times, students work on public clientele at the Academy's Professional Clinic.

Prerequsite: CPM-400

39 Clock Hours / 2 Qtr. Credit

Other Class Descriptions

ENG-220 Business Writing

This class focuses on written composition styles including analytical, evaluative, and persuasive/argumentative. This course emphasizes the planning, writing, and revising of compositions, including the development of critical and logical thinking skills, techniques, and creation. Essay and article writing, and research presentations with an emphasis on massage-oriented materials will also enhance the student's writing ability as it relates to professional literature. Providing education to various companies and groups regarding stress and the benefits of massage is a popular way to introduce clients and businesses to our profession.

Associate Degree Class

40 Clock Hours/4 Qtr. Credit Hours

ORM-260 Orthopedic Massage

Orthopedic massage involves techniques including therapeutic assessment skills, manipulation, and movement of soft tissues to reduce pain and dysfunction. Using multidisciplinary methods to restore structural balance throughout the body, students learn to focus on prevention and rehabilitation of musculoskeletal dysfunction, chronic and acute pain, and many injuries.

Prerequisite: Kinesiology, Swedish Massage and Anatomy & Physiology, Neuro I : II

Associate Degree
Class 40 Clock Hours/3 Qtr. Credit Hours

MOT-260, Movement Therapies

This class combines student learning with client education/rehabilitation techniques. Students study common movements their clients experience in every day life. Students learn to identify the kinesiology and anatomy of these movements. An understanding will be developed about how these movements performed repetitively can contribute to postural dysfunction that can lead to pain and discomfort. The student experientially learns different movement exercises, stretches, and strengthening exercises that will be used in the clinical setting to help the client rehabilitate muscles and muscle groups that may be weak and chronically short and tight. Functional fitness will be explored to enhance balance and stability.

Prerequsite: Kinesiology and Anatomy & Physiology

Associate Degree
40 Clock Hours / 3 Qtr. Credit Hours

NMT-240, Advanced Neuromuscular Therapy

This course examines in detail the cause and effect of Neuromuscular injuries. Relevant concepts will include postural positions, nerve interruption locations, deep-tissue myofascial release, advanced injury assessment, and palpating techniques.

Prerequsite: Neuromuscular Therapy I : II

Associates Degree Class
40 Clock Hours / 3 Qtr. Credit Hours

MED-240 Medical Massage

Medical massage is therapeutic bodywork delivered in a medical setting, under the direction of a doctor or other health care providers. Medical massage has advanced training in massage techniques, pathology & contraindications, medical communication & documentation, insurance billing, professional ethics and legal issues. Medical Massage is rapidly becoming more recognized and desired by health care professionals.

Prerequisite: Anatomy & Physiology, Kinesiology, Swedish and Neuromuscular I : II

Associates Degree Class
40 Clock Hours/3.2 Qtr. Credit Hours

SNM-260 Special Needs Massage

The purpose of this course is to address a non-typical client who could benefit from Massage Therapy. The student will explore different massage techniques, transferring techniques, intake and contraindications to help those extraordinary people such as disabled children, the elderly, the handicapped, and the injured.

Prerequisite: Anatomy & Physiology, Kinesiology and Swedish Massage

Associates Degree Class
40 Clock Hours/3 Qtr. Credit Hours

NUT-240 Advanced Nutrition

It is said that nutrition is the foundation of health. In this class, students cover the study of nutrition principles as they apply to the promotion of optimal health and disease. Students will review materials such as nutritional concepts, individual nutrients, nutritional assessments, and intervention during disease. Learning to promote health for oneself and also for clients is essential for continuing a healthy practice. Current research and practical applications are presented.

Prerequisite: Anatomy & Physiology and Exercise & Nutrition

Associates Degree Class
40 Clock Hours/3 Qtr. Credit Hours

MAN-210 Operations and Clinic Management

This course emphasizes small business principles in a massage clinic environment. Students learn all aspects of running a successful massage clinic. Topics include the hiring and firing of employees, employment law and regulations, supervisory skills, payroll, marketing, financing, corporations, professional business relationships, laundry services, and the equipment needed.

Prerequisite: None

Associates Degree Class
40 Clock Hours/3 Qtr. Credit Hours

ZOO-120 Equine Massage

This is the class for the horse loving enthusiast! Equine massage is the study of Equine Massage techniques. In this class you will study equine skeletal and muscle structure along with pain signs and light review of pathology. The key area of focus will be manipulation of muscles to facilitate the circulation of muscles for better performance and health of the animal. Basic indications/contraindications will be taught. This class will also discuss therapist body mechanics, handling and safety. Not part of any program. Some of the classes will be held off campus at a horse facility. Field trip wavers will need to be filled out.

25 Clock Hours / 3 Credit Hours

LDM-240 Lymphatic Drainage Massage

Lymphatic Drainage Massage (LDM), is a gentle, rhythmic style of massage that mimics the action of the lyphatic system, uses precise rhythm and pressure to open the initial lymphatics and stimulate lymph vessel contraction to reduce edema. Edema is an unusual accumulation of fluid in soft tissues that can be temporary and mild or serious, as in chronic lymphedema. In this class, students review the anatomy and physiology of the lymphatic system, theories related to the use of LDM, indications and contraindications, and basic techniques.

Prerequisite: Anatomy & Physiology, Kinesiology & Swedish Massage

Associate Degree Class
40 Clock Hours/3 Qtr. Credit Hours

MKT-210 Marketing

This course covers an in-depth investigation of marketing methods, institutions, and practices. Content area includes product concept and design, distribution, alternatives, promotion and advertising programs, and pricing decisions. It has an emphasis on the psychology of consumer needs, customer satisfaction, and customer retention.

Prerequisite: None

Associate Degree Class
40 Clock Hours/4 Qtr. Credit Hours

TEM-220 Teaching Methods

This course will prepare the advanced, experienced student for entry into the teaching profession. It will examine teaching styles, learning styles, and different educational techniques. Next, it will provide tactics for preparation of lesson plans, syllabi, and structuring courses to follow objectives, competencies, and mission statements. It will conclude with methods of materials utilized for maximum results.

Prerequisite: None

Associates Degree Class
40 Clock Hours/3.5 Qtr. Credit Hours

ZOO-110 Canine Massage

This course will focus on the benefits of massage to overall canine health. Students will explore techniques to develop a clear, introductory understanding of canine muscle function. This course will also focus on the main massage techniques used to bring about canine relaxation, increased oxygenation, pain relief, and joint flexibility.

Prerequsite: Kinesiology, Swedish Massage and Anatomy & Physiology and/or Instructor Approval

Associates Degree Class
40 Clock Hours/3.5 Qtr. Credit Hours

CPM-600, Clinical Practical – Level 6

Clinic Practical gives the Associate Degree student an opportunity to practice what they are learning in a professional environment, the Academy of Natural Therapy Clinic.

Prerequisite: None

Associates Degree Class
66 Clock Hours/3 Qtr. Credit Hours

Our Esthetics Program

600-Hour Esthetics Program

Course Prefix	Course Title	Clock Hours	Credit Hours	Cost Tuition
BIO-120	Anatomy & Physiology I	60	6	$1260
BIO-220	Anatomy & Physiology II	40	4	$840
SPE-130	Communication and Ethics	40	4	$840
SKT-100	Waxing	60	6	$1080
SKT-110	Facial Treatments	60	6	$1080
SKT-120	Beauty Enhancement	40	2	$720
SKT-130	Advanced Competencies	40	2	$720
SKT-115	Disinfection Standards & Client Care	16	1	$288
SKT-135	Board Prep & Exit Assessment	24	1.6	$432
MAN-140	Entrepreneurship	40	4	$840
CPE-170	Clinic Practical-Level 1	60	3	$1080
CPE-200	Clinic Practical-Level 2	40	2	$720
CPE-300	Clinic Practical-Level 3	40	2	$720
CPE-400	Clinic Practical Level 4	40	2.1	$720

600 Clock Hours/45.6 Quarter Credit Hours
Normal Program Length 38 weeks (3 quarters)

600-Hr Esthetics Program Cost Tuition $11,340
Books/Supplies $2350 (kit must be paid upfront)
Total Program Cost $13,690

600-Hr Program Objectives

Educational objectives are the guidelines that prepare students to become esthetic professionals. The esthetics program will prepare the student for a career in esthetics with the basic skills needed to be successful. Students are provided with the educational tools necessary to:

- Acquire an in-depth foundation of the scientific knowledge related to esthetic techniques and applications
- Understand the effectiveness of esthetics in relationship to the body, and recognize its limitations
- Increase student's self-awareness and enhance his/her ability to effectively contribute to the physical, mental, and emotional well-being of clients
- Develop an understanding of proper ethical practices as a Licensed Esthetician
- Demonstrate confidence and professionalism in the practice of esthetics

BIO-120 & 220 Anatomy & Physiology I&II

An in-depth understanding of human anatomy and the associated physiology of the 11 body systems is essential to the practice of esthetics. Topics are discussed in a general scientific approach and geared toward the understanding of systems in relation to maintaining homeostasis in the body as a whole. This is linked to the practice of esthetics, and how manipulation through skin care can affect the functioning of various systems. Lab time will be incorporated into the lecture courses as needed.
Labs include various types of models to enhance the students' understanding and visual imagery of the systems, their locations, and the interaction between them.

Prerequisite: None

1: 60 Clock Hours/6 Qtr. Credit Hours
2: 40 Clock Hours/4 Qtr. Credit Hours

SPE-130 Communication and Ethics

The course focuses on helping students to build the knowledge, skills and self awareness to approach a wide range of ethical questions with clarity and confidence. Students will learn what the Therapeutic Relationship is, and how they function with their scope of practice regarding it. They receive basic concepts in the therapeutic dialogue, such as active listening skills and I feel statements. They learn the importance of creating correct boundaries, physically, mentally, emotionally and spiritually for the client as well as themselves. This helps them learn to respond to a client honestly, justly and respectfully. Students learn the ethics of appropriate touch, and the distinction between healthy and appropriate and inappropriate touch, and how to help the client understand the difference. Students learn to recognize the red flags of communications and how to apply ethical conflict and resolution. Finally students are trained how to practice professionalism with all other health professionals when to make appropriate referrals, and how to recognize burnout in their own lives and to seek out the appropriate help they need.

Prerequisite: None

40 Clock Hours/4 Qtr. Credit Hours

SKT-100 Waxing

This course provides a comprehensive introduction to infection control procedures and equips participants with the necessary skills to perform professional waxing services. Throughout the program, we delve into various aspects of hair removal techniques and products. Our curriculum not only encompasses the technical aspects of waxing procedures but also prioritizes the overall client experience. Join us to gain expertise in infection control, waxing techniques, hair removal options, and product knowledge to deliver top-notch services.

Prerequisite: None

60 Clock Hours/6 Qtr. Credit Hours

SKT-110 Facial Procedures

This course provides a comprehensive introduction to facial services, covering key areas such as infection control, the use of facial products, facial massage techniques, and attentive client care. Mastering facial procedures is fundamental for acquiring advanced skin care skills, and it is crucial to ensure they are learned correctly. Additionally, the course emphasizes the importance of proper draping and maintaining a high standard of professionalism in client care.

Prerequisite: None

60 Clock Hours/6 Qtr. Credit Hours

SKT-120 Beauty Enhancement

In an ever-evolving industry, the pursuit of enhancing beauty endures. This course delves into the core principles of elevating beauty through the utilization of traditional makeup methods and the precision of airbrush makeup application. Thorough skin analysis is a central focus, allowing students to recognize specific makeup needs, including contouring, concealing less favorable facial aspects, and accentuating favorable features. The course also introduces students to the realm of temporary and permanent lash extensions. Beyond the art of revealing a client's natural beauty, students acquire crucial expertise in protecting both themselves and their clients through the diligent implementation of infection control protocols.

Prerequisite: None

40 Clock Hours/2 Qtr. Credit Hours

SKT-130 Advanced Competencies

The demand for advanced aesthetic treatments has experienced a significant increase, leading to the expansion of possibilities within this once-limited domain. This course delves into various facets of advanced facial services, offering a comprehensive introduction. Notably, it not only introduces concepts like microcurrent and LED light therapy, but also provides students with hands-on experience as they perform these treatments on clients during clinical classes.

Prerequisite: Facial Procedures

40 Clock Hours/2 Qtr. Hours

SKT-115 Disinfection Standards & Client Care

This course revolves around the disinfection standards specific to Colorado's esthetics industry. It not only explores the significance of client care but also emphasizes the crucial role that customer service plays in enhancing an otherwise ordinary service. Clients are not merely seen as revenue sources in an esthetician's career journey; they frequently transform into valued friends, forging enduring connections that can endure a lifetime.

Prerequisite: None

16 Clock Hours/1Qrt. Hours

SKT- 135 Board Prep & Exit Assessment

This course serves as the pinnacle of the esthetic program and is a mandatory requirement for graduation. To successfully complete it and graduate, students must attain a minimum passing score of 75%. This course is dedicated to an in-depth exploration of the extensive testing set forth by the state of Colorado that govern esthetic licenses given. This knowledge is essential for those aspiring to obtain an esthetician's license. Throughout the course, students will undergo assessments designed to emulate the format of the state board exams. These assessments will cover both practical and written evaluations, ensuring students are well-prepared for their licensure journey.

Prerequisite: Waxing, Facial Procedures, Beauty Enhancement, Advanced Competencies, CPE-170, CPE-200

24 Clock Hours/1.6 Qrt. Hours

MAN-140 Entrepreneurship

This course focuses on the basics for sole entrepreneurship. Students learn insurance billing, business plans, success strategies, advertising, marketing, fees, locations, bookkeeping, tax information, and basic business licensing.

Prerequisite: None

40 Clock Hours/4 Qtr. Credit Hours

CPE 170, 200, 300 & 400 Clinic Practical (4 Classes)

Throughout the year, students complete hours of hands-on practice in a clinical setting. Students accumulate these hours by receiving and working on fellow classmates, subjects, and clients at scheduled appointments in either the Student Clinic or Academy of Natural Therapy Clinic. All practical hours are to be done in these approved sites and supervised by a mentor/teacher. Full-time Students complete four to six hours a week as a weekly required class, First two quarters in structured clinic and last two quarters in a professional clinic. The practical hours are graded as any other course at the Academy, and students must keep up on their hour requirements and practical hours in order to successfully pass the course. The goal of each of the clinic practical courses is to give students an opportunity to work in real world esthetic situations with the support and encouragement of seasoned professionals to guide them in the perfection of their skills, so they may become competent and successful estheticians

Prerequisite: None

40 Clock Hours/2 Qtr. Credit Hours



ADMISSIONS

Requirements: Students must have graduated from high school or have a GED, or completed GED previous to completing the program. If under 18, a parent or legal guardian must also sign agreements. Students must be physically able, with the ability to read, write, and understand the English language. Reading requirement may be waived with all vision impaired students.

Transcript Requirements: Applicants are to submit a copy of their high school transcript or GED certificate prior to commencement of classes. Additionally, students requesting transfer of credit are required to submit official transcripts from transferring institutions attended prior to evaluation of acceptability of credits for transfer. The Academy expects that all required transcripts will be received by the first date of a student's class attendance. Students who have not complied with this requirement may be terminated.

Enrollment Procedure: The Academy of Natural Therapy does not observe open enrollment. After submitting an application, a prospective student must complete an acceptance interview with a representative of the Academy of Natural Therapy. During this interview, the Director or representative will ensure that the prospective student has no foreseeable circumstances or obstacles that would prevent the student from successfully completing the Massage Therapy Program.

In addition, in this interview the Director and/or representative will be able to clarify what the applicant can expect from the Academy and what the Academy expects from the applicant during the course of their training. The applicant will then be notified whether or not they have been accepted. The applicant shall then sign an enrollment contract and provide their deposit to secure their placement in the class. The deposit shall be applied to tuition. At this time the student shall also clarify their plan of tuition payment, schedule a financial aid appointment, and go over any questions or concerns pertaining to policies and procedures.

STUDENT HANDBOOK

The Academy of Natural Therapy publishes an informative Student Handbook that describes the Academy's operating policies. The manual is available at orientation or upon request. The Student Handbook offers a current list of policies that override any other existing materials.

PLACEMENT

The massage therapy field is constantly expanding with the increasing public interest in the holistic health field. Jobs are available with medical doctors, chiropractors, psychotherapists, health clubs, spas, beauty salons, resort, hotels, cruise ships, and other community organizations. The Academy is proud to offer career counseling and job placement assistance but cannot guarantee the student a job upon graduation. Academy faculty and administration maintain a high level of contact within the field and post any known available positions. Letters of recommendation may be written to prospective employers upon student request. The Academy also assists the students in resume writing and interviewing techniques, and placement assistance is accessed on an individual basis by an appointment with the Lead Mentor.

ACCOMMODATION FOR DISABILITIES

If you have a learning disability, please let the staff know at the beginning of the program, so mentors and instructors can help. The Instructors are adept to giving verbal tests and tailoring the course work for individuals with special needs. Due to small class sizes, the support an instructor may offer is substantial enough to aid people with disabilities, such as blindness or hearing loss.

GRADUATION REQUIREMENTS

Students must satisfactorily complete course work and maintain a minimum GPA of 2.0. Students must complete Clinic Practical Hours and hands-on massage work. Satisfactory completion of course work and the award of a Certificate are based upon the student's demonstrated ability, understanding of material presented, and overall capacity to perform therapeutic massage techniques in the manner and at the level of competence established by the Academy.

FINANCIAL PROGRAMS AND COSTS

The following information is current as of the date of publication of this catalog. However, all costs are subject to change. Tuition is due at the start of classes and at the start of each new pay period. Students wishing to audit a course for continuing education may do so at the full tuition rate. The only difference is that the student does not receive a grade and is not responsible for doing any graded work or taking tests or exams. A certificate of attendance will be issued if the student has attended the full class only. If at a later date, the student wishes to receive a grade for the course, the request must be within two years of taking the course and all course work and exams will have to be passed and/or turned in. The grade that is earned is the grade that is recorded. A nominal fee will be applied for granting a grade and the policies for challenging a grade will apply. Students enrolling for a program will be guaranteed that tuition will be billed at the rate in effect at the time of their initial enrollment for the estimated program length plus two quarters. Courses taken after this time will be billed at the then tuition rate. As of the date of this publication, the tuition is as follows:

750-Hour Massage Therapy Certificate- $15,750 Tuition + $750 Books & Materials

600-Hr Esthetics Program - $10,800 Tuition + $2350 Books/Supplies (kit must be paid upfront)

975-Hour Massage Therapy Certificate- $20,475 Tuition + $1000 Books & Materials

ADDITIONAL COURSES COST

Most often classes need to be paid for before beginning of course. However, financial payment plans for additional classes are available. Please meet with the Director of Financial Aid to secure a low interest payment plan to meet your needs. Individual certifications will not be awarded till payment is received in full.

STANDARDS OF CONDUCT

It is expected that a student's attire, hairstyle, and grooming reflect respect for self, the Academy, and the profession of Massage Therapy. Refer to the Student Handbook for specifics. Students are expected to conduct themselves responsibly and appropriately at all times. Professional draping procedures as taught in Swedish must be followed at all times. Touch is to be modeled to the education taught within the program. The touch must be professional and follow ethics and standards from the program. The rights and feelings of others must be respected. Each student shall demonstrate a high regard for school facilities and the personal property of others. Alcohol, smoking, and the use of non-prescription drugs are strictly prohibited while on the premises.

REFUNDS

Students not accepted to the school are entitled to all moneys paid. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of $150.00 or 25% of the contract price whichever is less. In the case of students withdrawing after commencement of classes, the school will retain the cancellation charge plus a percentage of described in the table below. The refund is based on the official date of termination or withdrawal. Books and supplies are non-refundable.

Student entitled upon withdrawal/termination	***Refund***
Within first 10% of program	90% less cancellation fee
After 10% but within the first	75% less cancellation fee
After 25% but within the first	50% less cancellation fee
After 50% but within the first 75% of program	25% less cancellation fee
After 75% of the program	NO REFUND

(If paid in full, cancellation charge is not applicable)

Students may pay by cash check or credit card

1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.
2. All refunds will be made within 45 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:

a. The date on which the school receives notice of the student's intention to discontinue the training program; or
b. The date on which the student violates published school policy, which provides for termination.
c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.

3. The student will receive a full refund of tuition & fees paid if the school discontinues a course/program within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
4. The policy for granting credit for previous training shall not impact the refund policy.
5. Postponement of a starting date, whether at the request of the school or the student requires a written agreement signed by the student and the Academy of Natural Therapy. The agreement must set forth:

a. Whether the postponement is for the convenience of the school or the student, and:
b. A deadline for the new start date, beyond which the start date will not be postponed. If the course/program is not commenced or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupation Act of 1981.

6. The Academy makes no guarantee of placement.
7. If a student payment is more than 8 days late, a fee of $25 is added to the balance. If a student is unresponsive or unwilling to pay tuition, the student may be dropped from the program and remaining dues will be sent to a collection agency.
8. I understand the current school catalog is part of this document.
9. The 750 hour program must be completed entirely before the students' graduation date. If the student has clock hours remaining on the date of graduation the student will be charged to their student account $22 per any remaining clock hours.
10. Complaints can be filed online with the Division of Private Occupational Schools, there is a two-year limitation (from the student's last date of attendance) on the Division taking action on student complaints. highered.colorado.gov/dpos,

ACADEMIC PROGRESS

Tuition charges are based on scheduled hours up to the last day of attendance. The date of determination is the official date which the school determines the student is not returning to the Academy. Monies due to the student shall be refunded within the Federal time frame for return of funds. Absences are considered hours scheduled and are not refundable.Students must be making academic progress in order to receive federal financial aid. Students are not allowed to exceed 150% of the published scheduled time for classes and continue receiving financial aid. For students in the 750-Hr program, taking 20 clock hours, this is 15 months.

FEDERAL REFUND POLICY

Students are able to retain all federal funds once 60% of the payment period has been reached. If not a pro-rated schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enroll ment, a student has earned 100% of the Title IV funds. Subsequent enrollment/re-enrollment charges are also based on this policy. A pro-rated refund is a calculation based on Federal Title IV guidelines which determines the student's tuition, fees, and other charges assessed to the stu dent throughout the student's last date of attendance, and in a specific payment period. The Academy uses the date of determination to calculate the number of days required to disburse a refund. The refund is rounded to the nearest dollar. The Academy abides by the Return of Title IV Funds, and returns the funds to the proper Title IV account. The Academy of Natural Therapy returns any monies to the student within fourteen (14) days from the date termination costs are calculated. Any monies owed to the Academy above the Pro-Rated Refund calculation are due within thirty (30) days from the student's official withdrawal date. The student is solely responsible for all program costs listed on the front of the enrollment agreement, regardless of application for outside financial assistance

VOLUNTARY WITHDRAWALS

When a student is considering withdrawing from the Academy's program, it is in the best interest of the student to talk with a member of the Academy's management to discuss any problems or concerns that the student is having. The staff are available to assist the student with any problems or decisions concerning the Academy, as there are many options the school may provide to assist the student in their educational pursuits. A student may elect to withdraw from the program after commencement of classes. To proceed, the student must sign the voluntary withdrawal form. Credit will not be given for classes students withdraw from. Please see Federal Refund to see how this affects your Title IV funding. This process may be completed with the Director of Financial Aid.

AUTOMATIC WITHDRAWALS

If a student does not attend class consecutively for 2 weeks, and does not contact the Academy or sign a Leave of Absence form, then the student may be withdrawn from the Academy. Exceptions can only be made by the President of the Academy. The refund policy shall then be used to calculate what is owed and what is to be refunded. Credit will not be given for classes students withdraw from. Please see Federal Refund on page to see how this affects your Title IV funding.

LOAN REPAYMENT

There are several options available when repayment begins:

1. All graduates and drops must complete their exit interview paperwork regarding their loans. Borrowers must make loan payments in accordance with the payment schedule. Former students must contact their loan processors with any and all changes to their address and phones.
2. Apply for a deferment or forbearance if unemployed or faced with other problems, such as not making enough money or a medical issue. Permission may be granted by the USDOE to further defer or qualify for reduced payments.
3. Loan consolidation is an additional option available to student borrowers. Additional information about loan consolidation is available from your loan processor. Loan consolidation is designed to help students borrow for professional training without the fear that upon graduation they will be unable to repay student loans.

TITLE IV GRANTS/PELL GRANT/FWS/FSEOG

The Pell Grant is an important source of gift assistance for students who demonstrate financial need. Applications are available online (www.fafsa.com) or one may complete the online application at the Financial Aid Office. The amount of the award depends upon the student's financial need eligibility, enrollment status, and cost of attendance. The Academy of Natural Therapy currently offers a limited amount of Federal Work Study (FWS) and it is available to students with financial need. Openings for FWS positions are announced by email and at student assemblies. Students who apply for open positions will be hired based on qualifications. Finally, Federal Supplemental Opportunity Grants (FSEOG) funding is offered to Pell Grant recipients on a first come, first served basis as funds are limited.

PARENT PLUS LOAN

Through this program, the parents of dependent undergraduates may borrow funds for a students tution and living expense. Generally, repay ment of this loan begins thirty to sixty days after the disbursement is received. The government requires the loans to be used for costs related to your education, including meals and housing.

TITLE IV STUDENT LOANS

Direct Loans: The USDOE Direct Loan (DL) is designed to make it possible for students to borrow funds from the United States Department of Education to help pay for the cost of attending an eligible educational program. Repayment generally begins six months after the student leaves the Academy.

FINANCIAL AID

The Academy of Natural Therapy maintains a Financial Aid Office to assist students who qualify in obtaining financial assistance for their educational expenses. There are several types of aid available to students. Federal assistance programs are administered through the Office of Student Financial Assistance, U. S. Department of Education. United States citi zens, nationals, or persons in the United States for other than temporary reasons who are enrolled or accepted for enroll ment (on at least a half-time basis) may apply for the programs. Applicants are asked when applying for admission about attendance at other institutions and previous federal student assistance. All institutions work together to ensure that stu dents have not defaulted on a prior loan. Failure to disclose this information honestly is cause for dismissal, forfeiture of student aid, and immediate payment of all tuition due. The account of a fraudulent applicant will be provided to the Office of the Inspector General and the United States Department of Education for committing a felony fraud.

Financial aid is available exclusively for the 750 massage therapy and 600 Esthetician program. Students in all other programs are not eligible for financial aid.

ELIGIBILITY

For students to remain eligible for financial assistance through the Academy, the student must be enrolled in good standing and satisfactory academic progress must be maintained. Students are advised at their initial award date of their repayment responsibilities and if an over-award is made to them, this must be returned according to the federal guidelines. To request disbursements, the satisfactory progress criteria must be met. In order to receive financial aid monies after mid-point, the student needs to have earned at least half of the course credits the clock hours in addition to meeting all the satisfactory progress criteria. NOTE: A defaulted student who chooses not to repay a Title IV Government loan (or exercise one of the repayment options) will be prohibited from receiving assistance until said obligation(s) have been met. The individual's credit rating may be adversely affected and the federal government may take any income tax refund. Loan defaults create serious credit problems.

SCHOLARSHIPS

You can visit with the Director of Financial aid for a list of scholarships from the community and public resources.

Sole Scholarship

The Academy of Natural Therapy is proud to provide scholarships to deserving students. The Dr. Sole scholarship is named after a talented person, Dr. Sole, who assisted in training and mentoring the founder of the school, Dorothy Mongan. The scholarship is available in various amounts, to be determined by need. The scholarship application should be filled out and turned in before enrollment to guarantee consideration. Applicants must be enrolled in classes at the Academy of Natural Therapy. A 3.0 G.P.A must be maintained to retain the scholarship. In special circumstances, the rule may be waived.

GOOD STUDENT SCHOLARSHIP AWARD $100

The Academy of Natural Therapy offers a "Good Student Scholarship." The scholarship below will aid students in their first year of college and reward the applicants who have good grades. The Academy of Natural Therapy is looking for student who demonstrate the qualities of a "Good Student" and excited about becoming a Licensed Massage Therapist.

Good Student Scholarship 3.6 – 4.0 GPA (during previous education) Award $100

FRIENDS AND FAMILY SCHOLARSHIP

The Family and Friends Scholarship is an opportunity for studdents to receive scholarship money when their friends and family attend the Academy of Natural Therapy. In order to receive the scholarship award, the newly enrolled friend or fam ily member must complete their first quarter of classes. Newer students must mention the referral during the inital meeting.

Family Scholarship Award $250
Friends Scholarship Award $250

REFUND POLICY CANCELLATION, WITHDRAWAL, DISMISSAL

Cancellation by the Academy

The Academy reserves the right to cancel a starting class if the number of students is deemed insufficient. The Academy will consider such cancellation a rejection and the student is entitled to a refund of all money paid.

Cancellation Policy Before Entering Classes

1. An applicant will receive a full refund of all money paid if he/she is not accepted by the Academy.
2. Applicant may cancel an enrollment agreement by providing notice of such cancellation to the Academy at its address. The notice shall be postmarked not later than midnight of the fifth business day (excluding Sundays and Holidays) following his/her signing this agreement or it may be personally or otherwise delivered to the Academy within that time. In the event of dispute over timely notice, the burden to prove service rests on the student. All monies paid by an applicant are refunded if requested within three (3) days after signing an enrollment agreement.
3. Long distance applicants who have not visited the school prior to orientation will have the opportunity to withdraw without penalty within five (5) business days following either his/her first day of attendance in class, a regularly scheduled orientation, or a tour of the Academy's facility and inspection of equipment.

LEAVE OF ABSENCE

The Academy of Natural Therapy may grant a leave of absence under mitigating circumstances, i.e., medical, maternity, or mili tary necessity. Requests for a leave of absence must be submitted in writing to the Director of Education and accompanied by such documentation as the Academy may require unless there is an exceptional circumstance. The request must be signed and dated by the student and must state the beginning date of the leave and the date that the student expects to return to the school. Except in circumstances of medical emergency, all requests for a leave of absence must be approved by the Acad emy of Natural Therapy Executive Officer. Failure to obtain such approval will result in absences being recorded in the student's permanent record between the last date of recorded attendance and the approval date of the leave.

The maximum term for any leave of absence is 180 days. A student returning from a leave of absence shall return with the same status regarding satisfactory progress as when he/she began the leave. A student on a leave of absence will incur no additional charges by the Academy of Natural Therapy. Any student failing to return to the Academy by the day after the expiration of the leave of absence will be withdrawn from the Academy and the Academy's published refund policy will apply. The last date of attendance will be then used to calculate costs. When a student takes a leave of absence, the student's graduation date will be adjusted to reflect the length of the leave of absence.

DEFINITION OF UNEXCUSED ABSENCES

If a student's reason for not attending class does not meet the requirements to be an excused absence, then the absence is deemed unexcused. In addition, if a student does not call their Instructor to notify them they will not be attending, then the absence shall be unexcused even if it meets the excused requirements (unless documentation is given stating the student could not call in).

SATISFACTORY PROGRESS

Satisfactory progress standards apply to all students enrolled in any Academy program. The Academy grades on a 4.0 grading scale for all classes, including the required practical hours. Students must maintain minimum standards of academic and practical achievements while enrolled at the Academy in order to advance in the program.

Satisfactory Academic Progress:

- A minimum cumulative 2.0 GPA at the end of each quarter.
- Currently passing any prerequisite courses that span over two quarters

Please see Student Handbook for further details.

CONTINUATION AS A NON-REGULAR STUDENT

If a student fails at any point to meet the standards of satisfactory progress as described below and is subsequently terminated, the student is eligible to apply for admission as a non-regular student. The acceptance of such a student for continued attendance would be at the discretion of the Director and the Instructor of the last course in which the student was enrolled.

REINSTATEMENT OF NON-REGULAR STUDENTS

If, after retaking courses while on non-regular status, a student demonstrates that they are academically and motivationally prepared to continue in the massage therapy program for which they were originally enrolled, the student may be reinstated as a regular student. Such reinstatement shall be dependent upon a joint evaluation of the student by the Director and instructors familiar with the work of the student. Reinstatement decisions shall be at the discretion of the Director, and reinstated students will pay the current tuition rate. Furthermore, if reinstated as a regular student, the student will be considered on probation until the next evaluation point. If, at that evaluation point the student fails to make the minimum academic requirements, the student will be terminated with no provision for readmission.

GRIEVANCE POLICY

Grievance procedures are handled initially at the instructor level.
Grievances beyond this level may be submitted to CEO or Executive Officer

EXAMINATION OF STUDENT RECORDS

Under the authority of the Family Education Rights and Privacy Act of 1974, students have the right to examine certain files, academic records including grades, attendance and counseling records, and documents retained by the school which pertain to them (parental financial information excepted). The Academy of Natural Therapy maintains all student records according to the Family Education Rights and Privacy Act of 1974. Students may request a review of their records by calling, writing or emailing our staff. Such review will be allowed during regular school hours under appropriate supervision. A copy of the records may be obtained and a $1.00 administrative fee will be charged for each page. When grades are included, the transcript fee of $25.00 applies. Students may request that the Academy of Natural Therapy amend their educational records on the grounds that they are inaccurate, misleading, or in violation of their right of privacy. Challenging the record for purposes of correcting or deleting any of the contents must be done in writing with the reason fully stated. However, grades and course evaluations can be challenged only on the grounds that they are improperly recorded. Challenges must be made within 90 days of the last day of recorded attendance. Academy of Natural Therapy shall obtain written consent of the student prior to release of student information to any person or organization, except where the Act provides for the release of such information without written consent. Parental access to student records will be allowed without prior consent if the student is a minor or dependent as defined in Section 152 of the Internal Revenue Code of 1954 as amended.

APPEAL POLICY

Any student who has been placed on probation or terminated for violation of Academy of Natural Therapy policy has the right to appeal. If the student believes there are extenuating circumstances that would alter the reason for their probation or termination, they may appeal the administrative decision. The student must submit in written form their request for reconsideration, providing documentation supporting mitigating circumstances, or factual, accurate description of time, circumstance, and occurrence of special circumstances. Additionally, the student may be required to have a personal meeting with the Academy CEO or Executive Director. As a general rule, the following procedures must be followed:

- A written request submitted to the CEO within 7 days after receiving notice providing documentation of mitigating circumstances and how the problem would be rectified.
- If requested, a personal meeting with the Academy CEO or Executive Director may be required.
- Students may not attend classes during the appeal process. If denied, the last date of attendance will be used for refund calculation.
- A written notice regarding the appeals decision will be sent to the student within 7 days of the receipt of appeal.
- A student dismissed for any form of harassment, cheating or stealing, or violations of the substance abuse policy gives up the right to appeal and will not be admitted.

Please see Student Handbook for further details.

COMPLAINT POLICY

Any student, staff or faculty member may submit a complaint to the Executive Director or CEO. Please give the complaint in written form with a factual, accurate description of the time, circumstance, names of people involved and occurrence. The Academy will respond to the complaint within 7 days of notification of the situation. If the complaint cannot be resolved at this level by direct negotiation between the student and the Academy, the student may file with the Colorado Department of Higher Education, Private Occupational School Board, (DPOS) located at 1600 Broadway, Ste 2200, Denver, CO 80202,
Phone: (303) 862-3001. There is a two-year limitation on DPOS taking action on student complaints. DPOS shall not consider any claim filed more than two years after the date the student discontinues their training. If a student complaint is not resolved through the steps mentioned above, a student may contact the COMTA office in a formal letter (including the complaint form that may be obtained from the student handbook or Student Coordinators office) that includes the following:

- The nature of the complaint(s)
- The date(s) of occurrence of the problem(s)
- The name(s) of the individual(s) involved in the problems(s) and/or other students involved.
- Facts of the matter i.e. copies of information or documentation of the problem(s), not hearsay.
- Evidence that the institution's complaint procedure was followed prior to contacting COMTA.

All complaints shall be signed and provide a return address and telephone number. COMTA will reply within 30 days of receiving the complaint.
Send all complaints to: COMTA Executive Director, Commission on Massage Therapy Accreditation

2101 WILSON BLVD, STE 302
ARLINGTON, VA 22201
(202) 888-6790 (COMTA)

Attempting to resolve any issue with the school first is strongly encouraged. Complaints may be filed by a student or guardian at any time online with the Division of Private Occupational Schools (DPOS) within two years from the student's last date of attendance or at any time prior to the commencement of training at http://highered.colorado.gov/dpos, 303-862-3001

INCOMPLETE GRADES

An incomplete grade shall only be given in extenuating circumstances of illness, death, or other life-changing situations. It shall be left to the discretion of the CEO, and/or Executive Director to decide if the situation merits an incomplete grade. The Executive Director and Instructor shall then set a completion date for the student. If the work is not completed by the set date, then that student shall receive an "F" and will either have to retake the class at an additional cost or withdraw from the program.

ATTENDANCE POLICY

Regular attendance is essential to providing the maximum opportunity for success in training to be a massage therapist. Students who have an excused absence from class are required to make up their missed assignments by contacting their instructor and making up the hours and work in the student clinic, supervised by the Mentor. It is understood that there may be emergencies in a student's life and The Academy will work with any student who has an extenuating life circumstance to help that student successfully make up any missed work. Attendance is taken for all scheduled classes. If a student is not present, that student is considered absent for that period and will be recorded as such. There are no exceptions to this policy. If a student has missed two consecutive weeks of class without notice to the Academy regarding their whereabouts or intentions of returning to class, then that student may be put on leave of absence or withdrawn from the program.

DEFINITION OF ABSENCES

An absence shall be defined as missing one full day of class (4 hours) or 3/4 of class (3 hours) or missing enough class hours in multiple classes to add up to a full class (4 hours).

DEFINITION OF EXCUSED ABSENCES

Absences that maybe considered excused are for jury duty, military duty, illness, and unavoidable emergency situations. In addition, the student must call their instructor to notify them of their absence and reason, to have it considered excused. Validation in writing may be requested. Students with excused absences will be allowed an opportunity to make up the work missed from the class. When a student is aware of impending, unavoidable absences, they should provide documentation regarding these absences. Such docu mentation will be kept in the student's file for review by the administration at the time a termination decision or appeal is made.

TARDINESS

A tardy is defined as arriving 15 or more minutes late to class. Students who are tardy will have to make up their work and missed class time in the student clinic.

MAKE-UP WORK

Students who are absent from class are required to make up the work and hours the student missed. The student will need to meet with the Instructor to receive the work the student missed and complete it in the school under the supervision of the Mentor. Any missed tests, quizzes or, practical exams (excused absences only) shall also be made up in the clinic and be administered by the Mentor. Additionally, a student may be required to make restitution if appropriate. Re-admission is conditional upon approval by the review committee. Students, without exception, are not permitted to practice massage as a professional practitioner prior to graduation from the Academy of Natural Therapy. Students who violate this policy will be subject to immediate termination from the Academy with no consideration for re-admittance. Furthermore, the Academy's published refund policy will apply. To make up missed class time, please complete a "Make up Hour Form" located near the copier, have your instructor sign, and you sign, then make up the hours on campus, then turn into your instructor and/or Executive Officer when those hours have been made up.

DEFINITION OF A HOUR AND CREDIT HOUR

The Academy of Natural Therapy operates on a quarter system and courses are measured in clock hours. Each clock hour is equivalent to fifty minutes. One academic quarter is approx. 200 clock hours and 10 weeks long. The exception is the level one quarter, which is 15 weeks long for new students. One quarter credit hour is given for each (10) clock hours of lecture (theory). One quarter credit hour is given for each (20) clock hours of lab, and one quarter credit hour is given for each (20) clock hours of internship activity and /or clinic practical.

GRADING AND MID-QUARTER GRADE REPORTS

Please see Gradelink to know your grades. If a student is in danger of failing a class, the student shall speak with the instructor of the class to discuss an academic improvement plan. Instructors and management shall be available to assist students; however, it is ultimately thestudent's responsibility to make up any incomplete, missing, or extra credit work.Website: www.Gradelink.com

UNSATISFACTORY PROGRESS

If a student fails to meet the requirements they are given an Unsatisfactory Progress Report that they must sign with their Instructor. If they continue to not meet standards then they meet with the Executive Director and Instructor to set up a performance plan. To receive credit for a prerequisite class, make-up work must be completed before the end of the class. For non-prerequisite classes, students may have up to 4 weeks after the last date of the class to complete make-up work. Extensions may be granted. A student may only stay Unsatisfactory (or probationary progress) for two quarters in length.

VIOLATIONS OF STANDARDS OF CONDUCT

The Academy of Natural Therapy abides by a Zero Tolerance Hostile Environment Policy. The following incidents constitute a violation of this policy and the Academy's standards of conduct:

- Conduct that is disruptive of classes or activities, or discourteous/disrespectful toward classmates, faculty or Academy staff.
- Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the Academy.
- Forgery or alteration of documents, records, or identification with intent to defraud.
- Physical abuse or sexual harassment of any person on school premises.
- Threatening or endangering the health or safety of any person on Academy premises.
- Theft or damage to Academy or Camfield property.
- Unauthorized use or entry into Academy facilities, violation of civil law or Academy regulations forbidding alcohol, drugs, or tobacco on Academy premises.

Failure to comply with these rules will result in disciplinary action including and up to termination from The Academy. Additionally, a student may be required to make restitution if appropriate. Readmission is conditional upon approval by the review committee. Students, without exception, are not permitted to practice massage as a professional practitioner before graduation from the Academy of Natural Therapy. Students who violate this policy will be subject to immediate expulsion from the Academy with no consideration of readmittance. Furthermore, the Academy's published refund policy will apply.

EQUAL OPPORTUNITY NON-DISCRIMINATION POLICY

The Academy operates under an Equal Opportunity Plan which ensures equal access to students, faculty, and staff. Academy of Natural Therapy does not discriminate in its educational programs, activities, or employment practices based on race, color, national origin, sex, sexual orientation or preference, disability, age, religion, ancestry, veteran status, or any other legally protected classification. The Academy complies with regulations of 1972 in regard to sex discrimination and section 504 of the Vocational Rehabilitation Act of 1973 in regard to disability discrimination, as well as other applicable Federal and State laws and regulations pertaining to discrimination. Employees and participants who have an inquiry or complaint of harassment or discrimination, or who observe acts of discrimination or harassment, should immediately contact the Academy administration.

REPORTING OF GRADES

Grades and attendance are reported to the students at the end of each quarter. Academic, bodywork and the clinical hours shall be graded on the following system:

100% to 90% A (4 points)
89% to 80% B (3 points)
79% to 70% C (2 points)
69% to 60% D (1 point)
Below 60% F (0 points)

To pass, students must receive a C (70%) in each course. If a student fails a course and wants to remain in the program, that student shall have to retake the course and pay for retaking the course. The retaking fee is based on the course hours. A student may be able to continue in the program, depending on the course that was failed and approval from the Executive Director and Instructor. Upon completion of the retake, the student's grade of "D" or "F" shall be replaced with the new grade. Any student receiving a second-letter grade of "F" in any one academic course will be terminated. Any student not completing their clinic hours within 150% of the established time from the start date will lose government financial aid funding.

ADMISSIONS FOR PERSONS WITH DISABILITIES

The Academy is proud of its tradition of educating students with disabilities. Persons with disability are encouraged to apply to the school. Upon request, the Academy will provide any assistance needed with the process of admissions. The procedure is no different than what is required for any student. Admission does not assure acceptance of an individual student into a particular course or program. Admission to the Academy of Natural Therapy does not, therefore, imply entry into any program which has selective admission standards nor does it assure admission to courses and programs in which an applicant's mental or physical disability may, in the opinion of the Academy, appear to be impractical or dangerous. Academy of Natural Therapy may deny admission or re-enrollment to individuals who cannot benefit from the programs and courses offered, or are considered detrimental to the best interest of the school community. Minimum skill levels are required for admission.

COURSE REPETITION

A student receiving a letter grade of "D" or "F" in any course must retake the course at an additional cost to the student. The additional cost will not be covered by most forms of financial aid. If the student receives a "C" or better for the course during the repeat, the new grade shall replace the original grade of "D" or "F". Any student receiving a second letter grade of "F" in any one course will be terminated. Failing a pre-requisite course may postpone the graduation date and further the length of time a student is in school.

TRANSFER OF CREDITS

A maximum of 27 quarter credit hours may be transferred. The courses must be completed within the last 5 years. An extension may be allowed if someone is professionally paid and practices regularly for their coursework. The criteria for acceptance is that the content of material taught must correspond to what is taught in our classes, and if the rigour and time in study appear similar or better. The Academy is willing to consider transfer credits from any educational institution for which official transcripts are available with grades of at least a "C". If a foreign institution, the student will have to pay for translation, if needed. These may be public, private, or non-profit institutions. If an institution is foreign or non-accredited, a higher threshold of documented coursework can be required. Online classes may be accepted, except for "Body Work" (massage) classes. There must be written evidence of this. Experience in the Armed Forces or a job without documented coursework cannot be used to replace instruction. For individuals who are applying for VA funding: the Academy maintains a written record of the previous education and training of the veteran or eligible person and clearly indicates that appropriate credit has been given for previous education and training, with the training period shortened proportionately, and the veteran or eligible person and the Department of Veterans Affairs are notified.

LICENSURE

Post-Secondary Private Occupational Schools are approved and regulated in Colorado by the Colorado Department of High er Education, Private Occupational School Board (Referred to as DPOS). Colorado law required Licensure as of April, of 2009. The state of Colorado now requires a student to graduate from a school such as ours and register with the state. Upon successful completion of the program, students are granted a Certificate in Massage Therapy, that is not intended as a license to practice Massage Therapy. Graduates MUST adhere to the current law and/or regulations of the appropriate state, county, or city agencies of the locality, in which they intend to practice. Each state has its own laws and licensing requirements and the Academy makes no guarantee of fulfilling their requirements. It is up to each student to gain licensure (if required) in the state of intended practice. Please see the Student Handbook for a complete State Regulation Guide made by ABMP.com. To assist with this, the Academy pays one time for the student to take their test through after graduation and completion of all requirements.

METHODS OF PAYMENTS/FINANCIAL PROGRAMS

The Academy of Natural Therapy has several different financial resources to choose from. Please call for questions or more information.

- Federal Financial Aid for those who qualify in the 750 Hour Program and 1000 Hour Program
- Please ask for information and an application or apply free over the internet at www.fafsa.ed.gov
- V.A. Benefits
- Monthly interest-free payment plans, while attending.
- Cash/ check/debit card and/or credit card also accepted.
- Lumion
- Meritize

FACILITIES & EQUIPMENT

The Academy of Natural Therapy subscribes to the theory that modern, attractive facilities contribute in a positive way to student success. Classrooms are large, well lit, and suited for the comfort of students. The Academy offices and class rooms are located at 625 8th Avenue, Greeley, Colorado, 80631. The school occupies 30,000 square feet of lecture, practice and classroom space, all on the ground level of the Camfield Building. The school provides course equipment and supplies, i.e., massage tables, oils, lotions, and all other necessary teaching aids for training Massage Therapists.

The Academy's training facilities include the following

- Student library and study room
- 20-foot heated salt water, therapy poo
- Professional student clinic
- Large multi-purpose classrooms
- Hospitality room
- Student break area with lockers
- 150-seat auditorium
- Wet Classroom
- Student Subject Clinic
- Conference Room
- Laundry Room

VETERANS EDUCATIONAL ASSISTANCE

Approved by the Colorado State Approving Agency for the use of Veterans education benefits for all eligible beneficiaries.
Refund Policy Non-Accredited Courses In Accordance with VA Regulations 21.4255-1

Students not accepted by the school and students who cancel the contract by notifying the school within three business days are entitled to a full refund of all tuition and fees paid. If any student withdraws after three business days, but before commencement of classes, he/she is entitled to a full refund of all tuition and fees paid including the registration fee in excess of $10. In the case of students withdrawing after commencement of classes, the school will retain a cancellation fee plus a percentage of tuition and fees, which is based on the percentage of contact hours attended, as described in the table below. The refund is based on the last date of recorded attendance.

Student entitled upon withdrawal termination Refund

10% of program completed	90% Refunded
20% of program completed	80% Refunded
30% of program completed	70% Refunded
40% of program completed	60% Refunded
50% of program completed	50% Refunded
60% of program completed	40% Refunded
70% of program completed	30% Refunded
80% of program completed	20% Refunded
90% of program completed	10% Refunded

1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.
2. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:

a. The date on which the school receives notice of the student's intention to discontinue the training program; or
b. The date on which the student violates published school policy, which provides for termination.
c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.

3. The student will receive a full refund of tuition & fees paid if the school discontinues a course/program within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
4. The policy for granting credit for previous training shall not impact the refund policy.
5. Postponement of a starting date, whether at the request of the school or the student requires a written agreement signed by the student and the Academy of Natural Therapy. The agreement must set forth:

a. Whether the postponement is for the convenience of the school or the student, and:
b. A deadline for the new start date, beyond which the start date will not be postponed. If the course/program is not commenced or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupation Act of 1981.

6. The Academy makes no guarantee of placement.
7. If a student payment is more than 8 days late, a fee of $25 is added to the balance. If a student is unresponsive or unwilling to pay tuition, the student may be dropped from the program and remaining dues will be sent to a collection agency.
8. I understand the current school catalog is part of this document.
9. The 750 hour program must be completed entirely before the students' graduation date. If the student has clock hours remaining on the date of graduation the student will be charged to their student account $19 per any remaining clock hours.
10. Complaints can be filed online with the Division of Private Occupational Schools, there is a two-year limitation (from the student's last date of attendance) on the Division taking action on student complaints. highered.colorado.gov/dpos
11. Complaints, which cannot be resolved by direct negotiation between the student and the school, may be filed with the Division of Private Occupational Schools of the Colorado Department of Higher Education. The Division shall not consider any claim that is filed more than two years after the date the student discontinues his/her training at the school.

Protection from charges and loans for those receiving VA Benefits:

There shall be no additional charges, including late fees, if a student is waiting for Ch. 31 or Ch 33 VA payment. The VA student will be allowed to start classes, and all this entails, while awaiting payment. Also, the Academy will not require a student to pay their balance through other means, such as loans, while awaiting VA payment. This special protection exists once a student provides a VA "Statement of Benefit" or "COE" indicating they qualify for VA funding. This protection ends once when VA makes a payment or 90 days after a school certified tuition and fees.

Academy of Natural Therapy
Transcript/Diploma/Certificate Financial Hold Exemption Policy

Date Adopted: 7/12/2024
Date Revised:

A. Purpose

This policy is in response to Colorado HB22-1049.

B. Scope

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

C. Policy

1. Individuals may be subject to a transcript, diploma, or certificate hold when such individual owes certain debts to the School for tuition, room and board fees, or financial aid funds. Individuals will be subject to such a hold when a student fails to pass a class with a C or above or if they do not have a payment plan for any remaining debt to the school by their graduation date. If an individual is subject to such a hold, their transcripts, diplomas, or certificates will not be released unless an exemption applies as outlined in section 2 of this policy.

2. Exemptions are granted for individuals who can demonstrate that the transcript/diploma/certificate request is required for one of the following reasons:
a. Job application
b. Transferring to another postsecondary institution
c. Applying for state, federal, or institutional financial aid
d. Pursuit of opportunities in the military or national guard
e. Pursuit of other postsecondary opportunities

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

4. Registration Holds: Individuals will no longer be able to register or enroll for courses/classes if their debt has been sent to a collections agency.

5. Individuals have the option to establish a payment plan for an outstanding debt. An individual who wishes to establish a payment plan for a debt owed to the School should contact: 970-352-1181.

6. Complaints pertaining to HB22-1049 may be submitted to the Colorado Student Loan

Guidance, Interaction, Help & Understanding

Practicum *PROGRAM*

Classroom is located in separate entrance at 631 8th Ave

The staff and faculty of the Academy are committed to assisting each student with successful completion of the program. With that objective in mind, the Academy has designated Clinic Mentors who will make themselves available to assist each student in achieving academic and clinical requirements during each of the four practicum classes. Furthermore, the Clinic Mentor will aid the student with motivation and encouragement to successfully complete the practical requirements of the program.

The best education comes through guided experience. It is one thing to teach in a classroom but it is quite another to teach in a real massage/esthetician room. Students in the 750-hr and the 600-hr program get to complete 186 Massage Practicum Hours or 180 Esthetics Practicum Hours (4 Classes), Clinic Practical in the wonderful Academy of Natural Therapy Clinic and Student Subject Center. These hours are done in individual rooms for subject and student comfort. The Academy of Natural Therapy Clinic Mentor oversees services and is available for questions. Being able to have immediate access to individual attention from an instructor equates to the finest combination of teaching and review. ANT wants to ensure that each student thoroughly understands and can execute every massage or esthetic technique correctly.

Additionally, the Clinic Mentor assists the student with other aspects of the profession such as scheduling, greeting, and caring for the client before and after the service. Because of the number of hours completed by the student, the Clinic Mentor has the opportunity to be available but not overbearing during each service. The Mentor program provides real- world experience in a professional clinic on campus to

Practice, Engage, Learn & Grow!



Fall in love with Your talen

CLINICS

In accordance with the Academy of Natural Therapy's belief in real-world experience, the Academy is proud to offer students two practice centered clinics, described below, where students can work on their required practicum classes, (CPM 170, CPM 200, CPM 300, CPM 400 and CPE 170, CPE 200, CPE 300 and CPE 400) needed to complete their practical clinic hours for which they are enrolled.



STUDENT CLINIC

The Student Clinic is located in the Academy's lowest level for Massage Therapists and may be utilized by all students, regardless of their level, to work on subjects and fellow classmates. Students shall receive an orientation to the Student Clinic during their first Swedish Massage class. In this clinic students will begin to gain confidence and comfort as they practice what they learn in class. The Mentor/Teacher supervises this clinic. The Esthetic's student clinic is located in Classroom 1, and all procedures must be supervised by the Mentor/Teacher.



PROFESSIONAL CLINIC

The Academy of Natural Therapy Clinic is located on the south end of the Academy (631 8th Ave) and is a fully functioning massage therapy center that practices traditional therapies along with the use of the newest healing modalities. It is in this clinic where the Level 2, 3, 4 and 5 students will finish out their practical hours and gain work-study experience in techniques which include for massage students: Reflexology, Sports Massage, and Deep Tissue. Esthetic's students are able to practice their modalities utilizing the back rooms of the Clinic. The Mentor/Teacher also supervises this clinic and is readily available to assist any student when needed.



Downtown Greeley!

Our Location

The Academy's location in the Historic Camfield Building in Downtown Greeley offers students the ability to go to school and work all in the same place. The building is approximately 36,000 sq. ft. It has 19 apartments on the second level and hous es the Academy of Natural Therapy Professional Clinic on the south side. Camfield Building Apartments include:

- Hardwood floors and trim
- Claw-foot bathtubs
- All new electrical, forced air and heat
- Skylights
- Paid water and trash
- A secure building/on-site maintenance
- Laundry facility

The Camfield is within walking distance of many restaurants, shops, museums, grocery stores, pub lic transportation, a library, a recreation center, and local attractions.

There are a variety of community sponsored annu al events for residents to attend and participate in including: the Arts Picnic, First Friday Art Shows around old downtown, Greeley Jazz Festival, Oktoberfest, and the nationally acclaimed Greeley Independence Stampede.



VIEW OF HISTORIC CAMFIELD BUILDING

Greeley

Greeley is home to over 100,000 permanent residents, plus an additional 10,000 college students. There are plenty of community-sponsored annual events includ ing the Arts Picnic, Cinco De Mayo Celebration, Gree ley Jazz Festival and the nationally acclaimed Greeley Independence Stampede. Residents enjoy many national performers and two local orchestras at the Union Colony Civic Center. A wide variety of shopping outlets and res taurants can be found. The University of Northern Colo rado (UNC), and Aims Community College are located here. UNC hosts a wide variety of entertaining social events including concerts, art exhibits, dances, plays and musicals. Many of these events are free of charge and open to the public. Greeley is centrally located between downtown Denver, Denver International Airport, Rocky Mountain National Park, Fort Collins and Cheyenne, WY

Downtown Greeley is the hub of a thriving community! It boasts a great network of unique local business, a distinct creative industry, and a wide range of entertain ment opportunities! "Downtown Greeley – Let's GO!" The Academy of Natural Therapy is host to the First Friday Art Show, presented in the Auditorium from 5pm-8pm.



For additional information on Greeley, please contact the Chamber of Commerce at (970) 352-3567 www.greeleychamber.com.





FORT COLLINS

If the outdoor life is for you, Fort Collins offers many fun opportunities. The area offers boating and dozens of hiking, running and mountain biking trails. There are numerous paved trails throughout the city that are ideal for outdoor recreation. Visit the Poudre Canyon, where more hiking trails, campgrounds, fishing and white-water rafting adventures await you. Fort Collins' "Old-Town" offers many great restaurants and pubs with exciting nightlife. This is the setting for the New-West Fest and Oktoberfest celebrations, where you can find a variety of outdoor performances, a bazaar, and family activities right in the center of town! Fort Collins is located about 25 miles northwest of Greeley. There are upwards of 140,000 residents here, plus Colorado State University.

For additional information about Fort Collins, contact Fort Collins Chamber of Commerce at (970) 482-3746 or on the Web at www.fcgov.com.

LOVELAND

Loveland is a vibrant community with a small-town feel. The arts are alive and well from small venues like the restored Rialto Theater to The Ranch, which attracts major national performers. Loveland has many art galleries and annually hosts the International Sculpture Show, a major event for the community. Residents enjoy lots of new shopping opportunities as well as easy access to mountain adventures up the Big Thompson Canyon.

For additional information about Loveland, visit Loveland online at www.ci.loveland.co.us.



ALUMNI

The Academy of Natural Therapy is proud of its graduates and enjoys staying in contact with them. In the year following graduation, alumni surveys are sent out to collect important placement information. The results of these surveys are required and used to validate and improve the program. Graduates are an important key to the success of the Academy of Natural Therapy programs. Graduates are also encouraged to visit and attend any school-sponsored functions including our Annual Alumni Reunion and our art shows. The Academy offers career support including resume production and job listings at all times.

Founder

Dorothy Mongan, L.C.M.T., AAS: Founder and Instructor

Massage Therapy has been a lifetime career for Dorothy. Her mother was an herbologist, reflexologist, and massage therapist as taught by the old German modalities. Dorothy was taught all this and practiced her skills from a very young age. Her joy in life comes from helping others to gain a healthy life. Dorothy got her first degree in massage at the Swedish Institute School for Massage in 1985. She followed that up with a one on one experience for seven years with the legendary Dr. Sole. Through that she developed her own technique and is in the process of publishing her own book and video called The Dr. Sole Technique. She keeps a busy schedule massaging her loyal clients every day. She is always studying something new and is experienced with the St. John's Institute techniques. Dorothy also spends a lot of her time in nutritional counseling and has practiced Contact Reflex Analysis testing for over 15 years. Dorothy received her Associates degree from Aims Community College in 1992. In her free time, between teaching and working, Dorothy enjoys playing with her grandchildren and sewing. Dorothy started Eaton Therapeutic Center in 1985 and she founded the Academy of Natural Therapy in 1989. Dorothy has taught all of the classes in the Massage Therapy program at least once but now she is happily retired.

Owner

James Mongan, C.E.O.

James took over the Academy of Natural Therapy in 1995. His guidance, leadership, and wisdom has guided the school to expand and grow. James has always kept the quality of education very high, striving always to have a program that creates and forms therapists to be successful in the field of massage. He truly cares about the students and is dedicated to the massage industry as a whole. James is the founder of Mongans Own Lotions.

Executive Officer

Jennifer Mongan

Jennifer has been assisting with the Academy of Natural Therapy since 2000 when she graduated with a Bachelors of Science Degree from the University of Northern Colorado. Before that, she managed the Eaton Therapeutic Center and Natural Therapy Health Center. In her free time Jennifer loves to pray and to be with her seven beautiful and talented children. Jennifer is trained in several important departments at the Academy ranging from management, Admissions to Accounting to Quality Assurance. Jennifer's ultimate goal is to share the Mongan families rich history of massage to every student and make sure that each student has a positive fulfilling and healing experience at the Academy of Natural Therapy.

Director of Financial Aid

Jenn Negley

Jenn Negley serves as the Director of Financial Aid at the Academy of Natural Therapy, bringing more than nine years of experience in business consulting, strategic planning, and financial management. She is known for her thoughtful approach and practical problem-solving, with expertise in budgeting, funding strategies, and long-term planning. Jenn now draws on this experience to provide clear guidance throughout the financial aid process. She is inspired by stories of entrepreneurship and community impact, passionate about lifelong learning, and often found unwinding on the Poudre River Trail with a good podcast.

Director of Accounts

MaryJo Thaxton

MaryJo has a Bachelor of Science Degree in Business/Finance from Colorado State University. She has been crunching numbers at Academy of Natural Therapy since 2014. Along with her Accounting duties, she also manages the Human Resource department with all employees. MaryJo is a passionate soccer fan, skier, mom to three children, and has been married to her husband, Steve, for over 30 years.

Instructors & Additional Staff

Deborah Todd | Senior Instructor LMT
Deb has been a massage therapist since 1999. She received her training from The Healing Arts Institute in Fort Collins, CO. She graduated in '99 and started her career as a therapist at Eaton Theraputic Center. She began her teaching career at the Academy of Natural Therapy in '01. She currently teaches Hydrotherapy, Communications, Neuromuscular Massage, Orthopedic Massage, Lymphatic Drainage, Speacial Needs and Teaching Methods. Deb is a talented performer and she often performs at the Academy graduations.

Laura Syring LMT
Laura is a graduate of the Academy of Natural Therapy. Laura has a very active mobile Equine and Equine Massage Therapy Practice. She also owns her own horses and dogs. Laura is one of the current "Lead Mentors" at the school. She is very key with alumni relations and helping to get our graduates places successfully. She has maintained a very successful massage therapy practice for many years. She teaches Neuromuscular 1, Sports Massage, Business, and Canine Massage.

Sheri McCaskill
Sheri is the instructor of herbology. She is a certified herbologist. She loves herbs and loves to teach. Every moment is filled with life enriching knowledge in the natural herbal world.

Wendy Castillo LMT
Wendy has obtained her Associate of Applied Science Degree from the Academy of Natural Therapy. She has worked for years at the hospital as a Medical Massage Therapist. She is the teacher of Medical Massage and trigger point.

Katie Brigham Director of Esthetics
Katie has a Masters in Organizational Leadership. She also is a licensed in Cosmetology and Esthetics. She is the Director of Esthetics. She instructs several classes and does curriculum writing for the school.

Nicholas Boyd LMT
Nick is an Alumni of the Academy of Natural Therapy and now works as one of the Kinesiology teachers. Originally a musician by trade, Nick has his Bachelor's and Master's degrees in jazz studies. His hobbies include hiking, biking, and cross stitching.

Alycia Muniz LMT
Alycia is an Alumni of the Academy of Natural Therapy. She completed the Associate of Applied Science Degree from the Academy and has held Massage Therapy licensure since graduation. She has experience teaching at several schools.

Instructors & Additional Staff

Jaime Owens | LMT
Jaime has been practicing massage for over 20 years. She specializes in medical and customized therapeutic massage including soft tissue manipulation, deep tissue techniques, neuromuscular facilitation, trigger point therapy, and myofascial release, sports massage, and PNF Stretching. She has extensive course work in deep tissue, neuromuscular, and sports massage therapy as well as specialized training for TMJ, headache & migraine management, neck & shoulder issues, whiplash injury, shoulder pain & rehabilitation, and low back pain. Jaime believes in the power of massage to facilitate a balanced pain-free body, a relaxed and calm state of mind, and increased quality of life. Jaime's goal is to facilitate pain reduction, ease chronic pain, and collaborate with the rehabilitation team to make lasting quality changes in strength, function, and balance.

Haley Nyarko LMT
Haley is an Alumni of the Academy of Natural Therapy. She has worked in the Academy clinic as well as a Medical Massage business for many years.

Brittany (Casey) Surlow | Director
Brittany (known as Casey) Surlow is an alumni of Front Range Community College. She graduated with a degree in Business. Casey currently works part-time at the Academy as a Director in the school. Outside of work, Casey enjoys spending time with her husband. They are avid gamers and play DnD with both sides of the family. Casey also enjoys visiting Rennesance Festivals and dressing up in cosplay.

Ashley Lenort | Director of Outreach and Recrutment LMT
Ashley works as Director of Outreach and Recruitment/LMT working on both school and clinic. She is a little bit everywhere & does many duties, including event preparation on site along with the community and works with all staff and students daily. Graduated from ANTC in 2024, An active Licensed Massage Therapist, and currently enrolled in school furthering her career! She spends her free time with her children and enjoys being outdoors.

Kristie Rud | Clinic Manager

Andy Duncan LMT
Andy is an Alumni of the Academy of Natural Therapy. He specialized in Sport massage and rehabilitative massage. He has held a successful practice in Greeley Colorado for over 20 years. He has taught at the Academy for many years. He holds a bachelor degree as well.

Sarah Schneider LMT
Sarah Schneider is a Licensed Massage Therapist and wellness professional with over a decade of experience in the health and wellness field. She is a proud graduate of the Academy of Natural Therapy, where she completed her 1,000-hour massage therapy certification. Sarah is also a Registered Yoga Teacher and is currently studying integrated manual therapy and corrective exercise, bringing a strong appreciation for human movement and body awareness into her teaching. Her background as a certified personal trainer and nutrition coach further informs her emphasis on anatomy, efficient body mechanics, and sustainable therapeutic practice. She is passionate about supporting students in building confidence, professionalism, and a lifelong, ethical career in massage therapy.

Instructors & Additional Staff

Heather Muniz LMT
Heather is an Alumni of the Academy of Natural Therapy. She completed the Associate of Applied Science Degree from the Academy and has been a massage therapist in the Academy Clinic for over 10 years.

AmySue Patterson LMT
AmySue is an Alumni of the Academy of Natural Therapy. She also is a licensed Esthetician. She teaches in the Esthetician Program.

LeAnna Gary LMT
LeAnna Gary is an Alumni of the Academy of Natural Therapy. She completed the Associate of Applied Science Degree from the Academy and has held a successful Massage Therapy practice for many years.

Dr. Jane Leavell
Dr. Jane is a world-renowned chiropractor. She is an enthusiastic instructor of Pathology and Anatomy and Physiology. She has taught around the nation and loves to share her expertise of the human body to eager students.

Morgan Woodward LMT
Morgan is a massage therapy practitioner specializing in pain management, mobility restoration, and nervous system regulation. She brings an integrative, evidence-informed approach to each session, grounded in both hands-on therapeutic work and a strong academic foundation.
She holds a Master of Science from the University of Mary Hardin-Baylor and am completed her massage therapy education at the Academy of Natural Therapy. In addition to her clinical training, she has professional experience in ergonomics, which allows her to assess postural strain, movement patterns, and workplace-related stressors that contribute to chronic pain and dysfunction. This perspective helps her not only treat symptoms but also address the root causes of tension and repetitive strain.

Wesley Cecil LMT
Wesley Cecil has dedicated much of his life to teaching and training across various fields. During his time at the Academy, Wesley achieved significant milestones, including earning his 750-hour and 1,000-hour certifications, as well as an Associate of Applied Science degree. One of the highlights of his career was serving as a teaching assistant for Dorothy, the Academy's founder, during her final advanced neurotherapy class. Under her mentorship, Wesley had the honor of learning the specialized skill of muscle testing. I n his commitment to continued growth, Wesley has expanded his expertise to include Hawaiian Mana Lomi 1 and 2, cupping therapy, and even canine and equine massage.



ACADEMY of NATURAL THERAPY

Academy of Natural Therapy 750 hour program is approved
by the Department of
Higher Education, Private Occupational School Board and
The Commission on Massage TherapyAccreditation (COMTA)