



# Bryan College

Founded in 1940



## 2024 College Catalog

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# Welcome to Bryan College

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## A Message from the President

Welcome to Bryan College of Applied Health & Business Sciences. We believe as you review our website and come to meet our staff, you will be convinced that Bryan College will not only give you the skills and education necessary to obtain a great career but also help develop your skills and knowledge base in a safe, respectful, and supportive environment.

We are immensely proud of our college. Not only are we fortunate enough to have what we think is one of the most attractive campuses in Ontario, but we have staff who are fully committed to providing a challenging curriculum to our students in ways that maximize their potential for success in the careers of their choice.

We believe that it is important to fully prepare our students for their careers. Upon joining us, we encourage students to treat their studies as they would their jobs. It is not enough to know the material to be successful – the student must be able to effectively communicate with their prospective clients, coworkers, employees, and professionally respond to their needs and requirements.

In an adult learning environment, our students have a wide variety of experiences from both local and international backgrounds. This serves to enrich every student's experience as they learn from each other and form relationships that will extend beyond the time spent with us at Bryan College. We further believe that we have as much potential to learn from our students as they do from us. Student feedback is consistently solicited through ongoing evaluation, student council events, and our open-door policy.

A career in the health and wellness industry is rewarding. You will have the opportunity to inspire individuals in ways that cannot even be imagined. Your ability to inspire others and be a force for positive change will impact lives and reverberate through our communities. To be able to make such a contribution is both a privilege and a responsibility. I encourage you to accept the responsibility and reap the personal rewards that will surely result.

Sincerely,

**Adriana Costenaro**, Campus President  
Bryan College Toronto

## History of Bryan College

### Serving Students for More Than 80 Years

Bryan College was established as a private career college in 1940 and has an 84-year track record of excellence in helping students graduate and achieve their career goals. Our history dictates that with our focus on students, we will continue to excel through education for years to come.

## Mission and Purpose

We believe in liberating the innate greatness in people. In doing so, Bryan graduates are prepared with the knowledge and practical, productive skills that lead directly to professional careers. They are preferred by employers because they are dedicated, intelligent, immediately productive in the workplace, and pursue a lifetime of learning. We are tightly focused, selective, and targeted having carefully researched the fields associated with each program. We aspire to create learning environments which will transform the lives of the

people we serve, enabling them to have a greater positive impact on their communities. We strive to open the doors of knowledge and learning to those who are educationally disadvantaged and to engage in charitable and humanitarian efforts.

## **Institutional Learning Objectives**

Bryan University is committed to preparing its graduates for a world of increasing complexity, innovation, change and opportunities.

ILO 1: Bryan graduates continually seek increased knowledge of, and access to, enhanced opportunities creating greater independence.

ILO 2: Bryan graduates possess the integrity, intent and capabilities preparing them for professional success.

ILO 3: Bryan graduates possess leadership skills in emotional intelligence, communication, teamwork, managing change and problem-solving, leading to contribution in the workforce and their community.

### **Key Objectives**

- Trust is at the center of Bryan's core values reflected in the professional team and students, in programs and results.
- Bryan is dedicated to the evolution of education whether facilitated in synchronous, asynchronous, residential, or blended learning environments.
- Bryan's student-centric system focuses on learning preferences, reinforcement loops, and dashboard feedback enhancing the student experience.
- Bryan's committed administrative focus provides students with a pathway from admissions through classroom learning to productive employment.
- Bryan's organization is dedicated to developing curricula that lead directly to fields requiring specialized skills.
- Bryan's dedicated outreach serves the needs of children and adults worldwide who do not have access to education and skills development.

## **Academic Freedom**

Academic freedom at Bryan College is defined as the right to teach, learn, discuss, work, and publish without fear of reprisal or sanction. Faculty and staff are empowered to full freedom in teaching, research, publication, and externship activities, subject to the limitations imposed by professional responsibility and the law. Bryan College recognizes the utility of artificial intelligence (AI) tools in both academic settings and as part of our daily lives. In an effort to support a robust learning environment that adapts to changing technologies, instructors have the autonomy, under Academic Freedom, to incorporate AI tools. Some examples include helping students develop skills in leveraging AI or using these tools to help students learn about their fields or course content.

# General Information

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## Campus Administration

**Campus President** - Adriana Costenaro, B.S., University of Toronto

**Director of Education** - Lydia Giammartino, M.Med.Sc., St George's University

**Corporate Controller - Omar Cupich**

**Vice President of Admissions** - Ken Boutelle, Interim

**Accounting** - Jessica Doria, B.S., Technology, Ryerson Polytechnic University

**Career and Student Services** - Judy Grandison B.S., Brock University

**Financial Aid** - Catrina Dickson and Sharib Siddiqui

**Registrar** - Johanna Sanchez

**Academic Coordinator, Medical Office Assistant** - Enza Nikalaidis, B.S., University of Toronto

**Academic Coordinator, Advanced Medical Spa Therapist** - Joy Carter, M.Ed., University of Toronto

**Academic Coordinator, Massage Therapy** - Osvaldo Bolanos, B.S., University of Cuba

Bryan College, Toronto Canada operates as a private postsecondary college under the ownership of Bryan University LLC, a Utah Limited Liability Company. The corporate directors and officers Eric Evans, President & CEO; Mark Evans, CMO; Dave Rogers, CFO & COO; have never filed for a bankruptcy petition, operated as a debtor in possession, or had a petition of bankruptcy filed against it under federal law.

## Instructional Faculty

A complete list of the Instructional Faculty is available [here](#).

## Campus Contact Info

Bryan College's branch campus is located in Toronto, Canada. Information regarding Bryan College can be found at [www.bryancollege.ca](http://www.bryancollege.ca) or by emailing [info@bryancollege.ca](mailto:info@bryancollege.ca).

## Campus Facilities

The Toronto location is conveniently located at 1200 Lawrence Ave West, Toronto, On, with excellent access from the 401 highway with excellent access to the TTC. Bryan College has a dedicated bus stop, as well as private student parking. Security is managed 24 hours a day, 7 days a week. The campus offers an on-site lunchroom and lounge area.

Bryan College Toronto's campus occupies approximately 26,000 square feet of office and classroom space. The following facilities are available to students:

1. Learning Resource Center with access to all Bryan Library online materials and course content
2. Classroom space (10) that can each handle approximately 25 students during each session
3. Building security
4. Private student break room with on-site lunchroom
5. Career Services office
6. Private faculty mentoring/coaching rooms
7. Financial Aid office

All facilities are managed from the Toronto location and include an integrated student experience created through 1) a learning management platform (class deployment); and 2) a live or virtual-class add-on to replicate a live, class environment and typical on-campus experience. Bryan College Online classes are not self-study; instead, the College strives to replicate the same experience and rigor provided to on-campus students, assuring a high level of student satisfaction and quality of programs.

## Hours of Operation and Class Times

General hours of operation are Monday—Thursday, 9:00 a.m. to 9:00 p.m.; and Friday, 9:00 a.m. to 5 p.m. Students are strongly encouraged to participate in all class sessions. If a student is unable to attend a class session, they can watch a recording and submit a class summary. Specified class times are designated by instructors and are subject to change. Current classroom schedules are outlined in the student's program and enrollment agreements are available at the Academic Coordinators office. In general, students are expected to open their schedules accordingly:

- Morning classes: Monday—Thursday, 9:30 am to 12:30 pm. EST
- Afternoon classes: Monday—Thursday, 1:30 pm to 4:30 pm. EST
- Advanced Medical Spa Therapist Student Clinic Shifts: Thursday, 5:00 pm to 9:00 pm; Friday, 9:00 am to 1:00 pm. EST
- Massage Therapy Student Clinic Shifts: Monday—Thursday, 5:00 pm to 9:00 pm; Thursday—Friday, 1:00 pm to 5:00 pm. EST

## Bryan College Bookstore, Library, and Helpdesk

**Bookstore:** Bryan College does not currently operate a bookstore.

**Library:** The Bryan Library is accessible online and serves instructors and students. It is accessed through the learning management system, Learn Bryan, as well as through the student portal. Bryan Library features subscription article databases, multimedia resources, supplemental eBooks, and customized web pages for each academic program that include links to recommended websites. Students may receive research help via phone, email, or video chat.

Bryan College also has an onsite physical library . Books can be signed out or reserved.

More information about the library and its resources is included in the Welcome Kit, provided upon enrollment.

**Help Desk (S.O.S. Department):** For technical support and any technical difficulties, please contact the It Help Desk via the website: <https://help.bryanuniversity.edu/>; email: [its@bryanuniversity.edu](mailto:its@bryanuniversity.edu); or phone: 888.355.1546.

Help Desk operating hours are available on the Help Desk website. NA

## Housing

Although housing is not provided directly by the college, many affordable apartments are available within a reasonable distance of campus. Students and parents (if applicable) are responsible for housing arrangements.

## **Consumer Information**

Up-to-date consumer information related to Bryan College's programs such as graduation rates, Sexual Violence and harassment policies, and graduate placement information can be found online on the Bryan College Website at [www.bryancollege.ca](http://www.bryancollege.ca)

# Approvals and Accreditations

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Prospective students are encouraged to review this catalog and program performance disclosures available before signing an enrollment agreement.

## Admission

Applicants are contacted by our admissions department to facilitate an interview, where program options are reviewed. Once an applicant decides to move forward with enrollment, the following items must be submitted. The registrar/campus president department reviews and countersigns the agreement. Applicants also have the opportunity to meet with financial aid. Once accepted, access to courses are granted and a student success coach is assigned to facilitate orientation activities. To be considered for admissions, the following is required:

- Earn a high school diploma or its equivalent. Acceptable forms of proof of high school graduation include:
  - Copy of High School Diploma from a Canadian or American school (official copy or photocopy).
  - Transcript from a Canadian or American High School showing graduation date.
  - Students from Canada or the United States without a high school diploma will complete Wonderlic Tests with dedicated programmatic cut scores. All International applicants are required to take the Wonderlic assessment and meet certain cut scores.
  - Official College or University transcripts from within Canada or the United States.
- Be at least 17 years of age. If a student is under the age of 18, they will be required to have a parent or legal guardian counter-sign enrollment forms.
- Fill out the college's application and pay a \$100.00 registration fee.
- Pass a computer and internet speed assessment to ensure technology minimums are met.
- Complete and pass Launchpad, an online pre-course assessment designed to demonstrate ability to successfully learn online. (MOA only)
- For transfer credit evaluation, submit official transcripts from past colleges and universities recognized by the Ministry of Colleges and Universities.
- Attend mandatory orientation and demonstrate the ability to complete online coursework.

### Program-specific Admission Requirements

- Students applying for entrance into the massage therapy program must complete a required criminal background check.
- Applicants must complete and pass a one day Introduction to Massage Therapy Workshop prior to acceptance into the massage therapy program.

### Readmission

Should a student withdraw from their program of study and desire to return, they must meet with the admissions advisor and the academic coordinator to ensure they are ready to return and complete a revised enrollment agreement. Additional meetings with the academic coordinator may be required to ensure the returning student is adequately prepared to complete their program of study.

## Programs

Bryan College offers the following diploma programs on campus and/or online:

- Diploma
  - Medical Office Assistant
  - Advanced Medical Spa Therapist

- Massage Therapy

Students must check their enrollment agreements for exact class times. Additional outside-of-class homework, lab, coaching activities, and group activities are required as outlined within each class syllabus. Students are strongly encouraged to participate in all class sessions. If a student is unable to attend a live class session, they may be able to watch a recording and submit a class summary.

## Technology Requirements

Students applying to Bryan College are required to have a laptop or desktop computer\* that meets minimum requirements. High-speed Internet service with a minimum of 1.2 Mbps down and .6 Mbps up is required (1.5 Mbps down and 1.5 Mbps up are recommended). To participate in an online class, the student should have knowledge of and be able to:

- Log on to an Internet Service Provider (ISP) and use the World Wide Web to locate information.
- Send and receive emails and attachments.
- Set up audio and video capability with a computer using a USB headset and Webcam.
- Use word-processing programs such as Microsoft Word®.
- Download, save, and browse files.

As an added precaution, the college recommends students have access to a spare computer and alternative Internet access in case of severe technical issues incurred by viruses, hardware failure, etc. It is also advisable to regularly back up computer systems to an external drive.

\*Computers are the sole property and responsibility of students, and Bryan College cannot be held liable for damage to students' computers or other hardware and software.

# Student and Alumni Services

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Bryan College offers a wide range of educational, motivational, and social programs to support students while in school. Academic Coordinators are assigned to all active students and can be reached via zoom, email, or by calling the campus. Academic Coordinators contact students regularly to ensure everything is going as planned. Coordinators are a great single point of contact, offering students assistance with resources needed from any department. Student Services will also facilitate some school-wide and program-specific activities and social events.

## Academic Assistance

Students are encouraged to contact the Academic Coordinators for assistance with any of the following topics:

- Memorization and retention
- Reading comprehension and writing skills
- Mental health or safety issues
- Proofreading of specific assignments (24-hour turnaround time is required)
- Test-taking skills and tutoring
- Grammar and vocabulary development
- Technology skills (Microsoft Office, Gmail, Google Docs)
- Research help (e.g., getting started with a paper topic, finding resources)

## Career Services

The Career Services Department provides career coaching services that include assisting students with resume writing, interviewing, and job-search activities. All students and graduates are entitled to full use of the college's Career Services Department at no charge.

The Career Services Staff maintains ongoing contact with local and national employers to keep abreast of employment needs and opportunities throughout the country and share this information with students and graduates.

Your Career Services Advisor will collaborate with you one-on-one to help you make informed decisions and identify employment opportunities that are right for you. The Career Services Staff will work diligently to guide, motivate, and empower students and graduates through the career search process and help graduates attain positions in their field of study.

Although all students and graduates may access the Career Services Department at any time, Bryan College does not guarantee student or graduate employment under any circumstances. In addition, no employee of the College is authorized to guarantee a graduate will earn a specific amount in wages upon entering a career.

The Career Services Department is committed to helping prepare students to make a smooth transition from studying students to working employees.

## Refresher Courses

Graduates of Bryan College may return and audit any previously completed course (assuming the course is still scheduled, and space is available) at the discretion of the Academic Coordinator. Graduates will not be charged tuition for refresher courses; however, they will have to utilize previously issued courseware or pay for the cost of books, fees, and necessary supplies. Refresher privileges do not include training in software upgrades,

training in computer-based courses, course revisions, or curriculum changes. Graduates must be in good financial standing with the College and any other lending institution as it relates to the College to be eligible for refresher privileges.

# Academic Information

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## Academic Calendar

Calendars are available at the Academic Coordinator's office. Current academic calendars are also available here:

[2-7 Week Modules in Medical Office Assistant](#)

[2-13 Week Modules in Advanced Medical Spa Therapist](#)

[6 Week Modules in Massage Therapy](#)

## Holidays Observed

Bryan College observes New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving, and Christmas vacation. Actual observance depends upon which day of the week the holidays fall.

## Definition of an Academic Year

Bryan College offers programs on a semester academic calendar.

## Unit of Credit

Bryan College offers diploma programs in clock hours. A clock hour represents a minimum of 50 minutes of instruction within a 60-minute period.

## Class Sizes

Bryan College believes students should engage in highly interactive class environments in which they connect in meaningful ways with their instructors and peers. Class sizes are carefully considered to optimize the level of engagement and interaction across all courses. Classes will not exceed the following limits and often average much fewer students:

- Residential Classrooms and Labs: Maximum of 25 Students
- Online Classrooms and Labs: Maximum of 65 students
- Asynchronous Classrooms and Labs: Maximum of 100 students

## Changes in Programs or Policies

The college reserves the right, at its discretion, to make changes in program content, materials, schedules, sequences of courses in programs, or locations because of industry changes, academic scheduling, or professional requirements.

## Online Class Delivery

Bryan College's online courses utilize technologies and instructional methods to create an online classroom experience that is student centric. Each online program's delivery model is designed to fit the unique needs of

the program and its students. Tests, exams, graded-work turnaround timelines, and expectations are class specific and outlined in each class syllabus. Online courses are not self-study; students are strongly encouraged to stay actively engaged in course activities. Students access classes and course materials using a variety of integrated technologies:

- **Zoom:** Synchronous video conferencing tool that allows students to connect face-to-face with their peers and instructors. Some programs require students to attend interactive weekly class lectures from their faculty. Students begin using this powerful video conferencing tool in the admissions process and are encouraged to use the tool to connect live with their classmates and instructors throughout their program.

The modes of class delivery vary, according to instructors and course content, and may include any of the following methods:

- **Didactic:** Led by a qualified faculty member with the intention of teaching and learning, delivered through one of the following types of learning activities:
  - Live-Class Sessions: A synchronous, instructor-led delivery of course material with student interaction.
  - Interactive Online Discussion: An asynchronous online discussion derived from postings on course-related topics.
  - Multimedia Presentation: A presentation that delivers the course content in a lecture format with pre-recorded voice, video, etc., which includes elements to ensure student comprehension of the material.
- **Supervised Clinics/Laboratory:** The practical application of information that was presented in the didactic portion of the program or discovered through out-of-class work and preparation, delivered through one of the following types of learning activities:
  - Case Study: An exercise requiring a practical application of the course content, often featuring multi-day assignments in which the instructor provides input as students work toward completion.
  - Simulation: An assignment requiring students to perform a task similar to those in the proposed implementation environment. Involves instructor feedback, usually after the simulation has been observed by the instructor in both real-time and through multimedia capture and playback.
  - Collaborative Learning: The synchronous or asynchronous participation of students to complete assigned activities under the direction of an instructor.
  - Problem Solving: Prompts students to think creatively about a scenario to resolve a complication or issue, with or without a specific time limit.
  - Observation: The review of another individual performing a task or tasks, with the student providing feedback or reaction to the observed task.
  - Online Drill / Learn It: Pre-planned set of activities that enhance skills, solve problems, and/or reinforce the students' understanding of didactic materials or outside reading. Students receive feedback (guidance or suggestions for improvement) in real-time from the online platform.
  - In-class activity: Individual activities or group activities, under the supervision of an instructor, are designed to apply information that was presented in the didactic portion of the program.
- **Out-of-Class Work/Preparation:** That which students engage in as a means to prepare for or demonstrate an understanding of the didactic learning environment or supervised laboratory setting of instruction.
  - Memorization/Recall: A quiz-like activity designed to assess understanding of a course topic.
  - Topic Research and Explanation: An activity, typically written, in which the student demonstrates their understanding of course topics.
  - Readings: Textbook and article readings that directly support course learning outcomes.
  - Supplemental Materials: Multimedia or PowerPoints intended to review weekly topics.

# **Request for Transcripts and Third-Party Verification of Education**

Requests for transcript information to be disclosed must also be submitted in writing to the Registrar by emailing [receptiondesk@bryancollege.ca](mailto:receptiondesk@bryancollege.ca) and they must specify the information to be disclosed, the reason for disclosure, and the person(s) to whom disclosure can be made. Students may request that directory information not be released by contacting the Registrar's office at [receptiondesk@bryancollege.ca](mailto:receptiondesk@bryancollege.ca).

## **Transferring from One Program to Another / Continuing with Bryan for Additional Diplomas**

Students who wish to transfer to a different program of study must first contact the Admissions Department. Tuition fees will be calculated, and students will be credited or charged the difference in course costs; no re-registration fees are required. Courses that are substantially the same in terms of credit and competencies are generally applied toward the completion of the program. Approved transfer credits do affect satisfactory academic progress (SAP) and will be included in the SAP calculation.

If an existing or prior student is enrolled in a program that is substantially changed for newly enrolled students, and the student would like to transfer to the new version, he or she may do so with approval. Historical grades may be transferred for classes substantially the same, instead of receiving a transfer credit designation, if classes are categorized as equivalents. SAP is assessed per the schedules provided within the program the student pursues. All transfer credits that count towards the new program will count towards satisfactory academic progress.

### **Transfer Credit and Advanced Standing Policy for Bryan College Programs and Courses**

Any course completed at another institution that a prospective student wishes to put forward for an advanced standing in a Bryan College course must have taken said course within the last 5 years and achieved a grade of 70% or greater. Any programs or courses taken more than 5 years ago and/or have a grade less than 70% will require taking the full Bryan College equivalent of that course or challenge the course (see next paragraph). Students can transfer in up to 75% of their program, completing a minimum of 25% of their program with Bryan College.

Any courses a prospective student has taken more than 5 years ago with a grade of 70% or greater or received a grade below 70% but above 60% within the last 5 years may be offered the opportunity to challenge the course to receive advanced standing.

Challenging a course requires taking a cumulative multiple-choice written exam on the course material at the cost of \$60 per exam. If the course being challenged includes a practical component, then the prospective student will also be required to perform a cumulative oral practical exam for the course at the cost of \$100 per exam.

Challenge exams must be completed prior to the first day of class and must be passed with no less than 70.0% in order to be granted advanced standing in the challenged course. Any course requiring a challenge requires a written and oral practical exam earning a score of 70.0% on both exams separately.

A prospective student will not be granted advanced standing and will be required to take the full course if they score less than 70.0% on the challenge exam(s).

Advanced standing will not be offered to students after official enrollment and the program has already begun.

Transfer to a Bryan College program from an equivalent program at a different institution

If a prospective student requests to transfer from a like program into the equivalent program at Bryan College (ex. a student is looking to transfer from an esthetics program at a different institution into the Bryan College esthetics program) the prospective student must be prepared to provide detailed course outlines for each of the courses they have successfully completed at the other institution.

The prospective student must be aware that not all information within a course between institutions will match one for one. This means that a student may be required to take a course at Bryan College which will repeat some of the information they have already learned.

A given course must have covered at least **70%** of the material covered in the Bryan College course to be considered equivalent and completed. The student will be made aware of the material they must make up in their own time if they choose not to complete the Bryan College course.

The Advanced Standing policy stands in terms of grades and the dates the courses were taken at the other institution.

### Advanced Standing for Massage Therapy

Prospective students who have completed a bachelor's degree in Kinesiology, Athletic Therapy degree, or equivalent can be granted advanced standing on the following courses provided they meet the advanced standing policy in the equivalent courses from their degree:

PP10 - Physiology I PP20 - Physiology II

RE10 - Research

KR30 - Kinesiology & Remedial Exercise

Prospective students who have completed an Osteopathy degree, Chiropractic doctor degree, Master in Physiotherapy, Physician Assistant degree, or degree in Traditional Chinese Medicine (in Canada) can be granted advanced standing in the following courses provided they meet the advanced standing policy in the equivalent courses from their degree:

AN10 - Anatomy I

AN20 - Anatomy II

CL10 - Basic Client Assessment

PP10 - Physiology I

PP20 - Physiology II

RE10 - Research

AN30 - Neurology

KR30 - Kinesiology & Remedial Exercise\*

PP30 - Pathophysiology I

PP40 - Pathophysiology II

\*Not offered to Osteopathy, Physician Assistant, or TCM unless transcript or undergraduate degree shows an equivalent

Any other degrees or programs completed will be taken on a case-by-case basis and will require the prospective student to provide a detailed course outline of the courses they have taken for which they are asking to have recognized for advanced standing.

# **International Student Transfer Credit**

International students should contact an Admissions Representative for information about transferring credits from an institution outside of Canada and the United States.

## **Transferability of Bryan College Credits and Diplomas**

The transferability of credits earned at Bryan College is at the sole discretion of the institution to which a student plans to transfer. Students are advised to contact the admissions department at consecutive institutions for information on transferring credits or degrees. A diploma or certification from Bryan College does not serve as a basis for a higher-level degree at another College.

## **Financial Aid**

As an approved institution, Bryan College participates in various federal and provincial financial aid programs to make post-secondary education affordable for all students. Because every individual's financial situation is unique, the College assigns a Financial Aid Advisor to each student. The advisor will provide a financial aid review, discuss the financial aid application, and inform the student of all necessary deadlines.

Depending on financial status, students may qualify for federal and provincial grants, federal and provincial loans, and private financing. Whereas grants are considered gift aid and no repayment is necessary, students receiving financial aid in the form of loans are solely responsible for repaying the loan amount plus interest. Grants will be converted to loans if a student withdraws or does not complete their program.

Satisfactory academic progress (SAP) is mandatory to ensure continued financial aid (grants and loans made available through OSAP funding) throughout the completion of the curriculum at Bryan College.

## **Financial Aid Assistance Contact Information**

For more details about the financial aid process, visit the Bryan College website at [www.bryancollege.ca](http://www.bryancollege.ca) or contact a Bryan College Financial Aid Officer at 416-630-6300. Financial Aid Representatives are available Monday through Friday, 9:00 am EST to 5:00 pm EST. In addition, the receptionist can also book personal online or face-toface appointments.

## **Mandatory Exit Interviews/Loan Counseling**

If you have borrowed from the Ontario Student Loans Program and you are graduating, on a leave of absence, or enrolled less than half-time, Bryan College mandates an exit interview to ensure students and graduates understand regulations for loan repayment or keeping the loan in good standing. Exit interviews will be scheduled by a financial aid officer or a career services counsellor.

## **Student Rights and Responsibilities**

As a student you have the right to:

- Know what financial assistance is available to you, including all federal, provincial, and institutional financial aid programs.
- Know the deadlines for submitting applications for applicable financial aid programs and the process required.

- Know how your financial need is determined.
- An explanation of the types of aid contained in your financial aid as well as how to retain eligibility for those funds (if applicable).
- Request a review of your current financial situation if you meet certain criteria based on changes since filing the current OSAP year application.
- Know what portion of your aid package is a grant and what portion must be repaid. In addition, you have the right to know interest rates, the total amount to be repaid, procedures for repayment, when repayment begins, and how long you have to repay the loan.
- Know the criteria for continued financial aid eligibility, including guidelines for the determination of Satisfactory Academic Progress.
- Know the method and frequency of financial aid disbursements.
- To receive a copy of all documents and explanations thereof by contacting our financial aid office.

As a student you have the responsibility to:

- Be aware of your ability to pay any institutional charges based on your available financial aid and personal resources.
- Review and understand the terms and conditions of your financial aid award.
- Complete all requirements accurately, in a timely manner, and by the appropriate deadlines.
- Fill out the OSAP application completely and accurately.
- Read and understand all forms that you are asked to submit or sign, realizing that you are legally responsible for all agreements that you sign.
- Know and comply with all policies and procedures of Bryan College.
- Manage your financial aid experience.

## Refund Policy

Only the compulsory program fees published on Service Ontario or optional program fees approved by the Superintendent of Private Career Colleges are covered by the refund policy. An optional program fee might be the cost of a field trip or conference that is related to your studies but is not required content of the program.

To get a refund on books or equipment you received from the college under a contract you must return them:

- in the same state they were in when supplied to you
- within 10 days of withdrawing

All refunds must be in Canadian dollars. The college **cannot** deduct money from a refund you are entitled to for a vocational program if you owe money:

- to the private career college for other services
- for other non-vocational programs offered by the college

The same refund policy applies when you withdraw from a program or are expelled from a private career college, as long as you are expelled in accordance with the college's expulsion policy or sexual violence policy.

## Cooling-off period

You can cancel a contract for the provision of a vocational program within two days of signing it if you provide written notice to the private career college. It is important to keep a copy of your written notice. You are entitled to a full refund of fees paid for the program, including any application fee, from the college.

## Types of Refunds

### Full Refund

In the following circumstances, you can cancel the contract and make a written request for a full refund. Once you cancel a contract and the refund is applied, you cannot continue your studies and are not entitled to receive a transcript.

- The private career college collects any fees for the program before the college is registered or before the program is approved under the Private Career Colleges Act, 2005.
- You are expelled from the private career college in a manner or for reasons outside of the college's expulsion policy or sexual violence policy.
- A total of more than 10% of the program is taught by unqualified instructors.
- The contract does not include all the mandatory terms required (refer to the Contract section).
- The private career college, while still operating, discontinues the program before you can complete the Program.

In addition, you also may seek a full refund if a private career college or its representative makes untrue statements for the purposes of convincing you to enroll in the program and the statements constitute a fundamental breach of the contract. The categories of inappropriate statements include:

- A false or misleading statement.
- A statement that guarantees admission to or successful completion of the program or employment after completing the program.
- A statement that guarantees the right to enter Canada, receive a visa, or work permit.

### Partial refund before a program begins

You are entitled to a refund of fees paid for a program minus 20% of the program fees up to \$500 if you:

- withdraw from the program more than three days after signing a contract and before the program begins or
- do not meet the program's admission requirements when the program starts

### Partial refund after a program begins

If you withdraw from a program after the program begins, you may be entitled to a refund of fees paid for the program, depending on how much of the program a private career college has delivered. In most cases, the private career college can keep 20% of the program fees up to \$500, plus the fees for the portion of the program delivered. However, if the private career college cancels the contract for the program because you do not attend the first 14 days, the private career college can only keep 20% of the program fees up to \$500.

## International Students

If you are attending or planning to attend a private career college under a student visa, some special rules apply.

### Fee Refund

You can cancel a contract with a private career college or withdraw from a program for any reason. The same refund policy for domestic students also applies to you.

## International Students Unable to Get a Student Visa

A rule applies to an international student unable to obtain a student visa to enter Canada. As long as you deliver a written notice of this fact to a private career college before half of the portion of a program has passed, you are entitled to a refund of fees paid for the program, except that the college is allowed to retain 20% of the total fees for the program or \$500, whichever is less.

An enrollee may cancel the enrollment agreement without penalty or obligation within 2 business days (excluding Saturday and Sunday) of signing the agreement. Refunds will be processed within 30 calendar days and include all tuition and fees paid. After two days, if the enrollee cancels prior to or on the first day of instruction, the College will refund all paid fees except the registration fee.

Cancellation requests must be in writing; the Financial Aid Officer must receive letters or emails. Upon termination, only tuition fees will be refunded. The College does not charge for textbooks or materials the student did not receive. Examples of refund calculations are available in the Financial Aid Office.

A student may withdraw from the school any time after the cancellation period and receive a pro-rata refund if they have completed 50 percent or less of the scheduled hours in the current payment period in their program of study through the last day of attendance. The refund will be less a registration or administration fee, not to exceed

\$500, within 30 days of withdrawal. If this percentage is greater than 50%, the student earns 100% of the disbursed OSAP funds or aid that could have been disbursed.

To determine a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment due to the student's failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences more than the maximum set forth by the institution; and/or failure to meet financial obligations to the College.
- The student has failed to attend class for 28 consecutive days.
- The student fails to return from a leave of absence.

To determine the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program during the billing period (total institutional charge, minus non-refundable fees, divided by the number of days in the billing period), multiplied by the number of days scheduled to attend, prior to withdrawal. To determine when the refund must be paid, the student shall be deemed to have withdrawn at the end of 28 days.

## Return of OSAP Funds

All unearned OSAP funds must be returned if a student participating in the OSAP program withdraws or is terminated. Bryan College will calculate the percentage of the payment period or period of enrollment completed. For a credit hour program, the percentage of the period completed is determined by dividing the number of calendar days completed in the payment period (or period of enrollment as of the day the student withdrew) by the total number of calendar days in the same period. The total number of calendar days in a payment period or period of enrollment includes all days within the period. The day the student withdrew is counted as a completed day. Bryan College will calculate the percentage of financial aid earned by the student and return the remaining amount to the National Student Loan Service Centre.

## Refund Dates

Refunds are made within 30 days following the date on which the student withdraws. All tuition refunds will be calculated in compliance with criteria established by the ministry of colleges and universities.

# Tuition and Fees

## Diploma Level

- **Advanced Medical Spa Therapist:** The total tuition cost for students who complete the Advanced Medical Spa Therapist program within the normal timeframe is approximately \$12,500. Approximately \$1,300 of books and fees.
- **Health Fitness Trainer:** The total tuition cost for students who complete the Health Fitness Trainer program within the normal timeframe is approximately \$9,900. Books, manuals, and expendable supplies are approximately \$1,510.
- **Medical Office Assistant:** The total tuition cost for students who complete the Medical Office Assistant diploma program within the normal timeframe is approximately \$9,950. Books, manuals, and supplies are approximately \$1,600.00.
- **Massage Therapy:** The total tuition cost for students who complete the Massage Therapy program within the normal timeframe is approximately \$22,00.00. Expendable books and supplies are approximately \$1,618.00.

# Academic Standards

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## Curriculum

### Massage Therapy

The Massage Therapy Diploma program must meet the core competency guidelines set forward by the regulatory body - CMTO (College of Massage Therapists of Ontario) and are licensed by a third party for the province of Ontario.

## Academic Advising

Academic coordinators assist students with difficulties arising from scheduling courses and tutorials, attendance problems, work conflicts, program changes, or other difficulties that may impede their studies.

## Student Collaborative Learning

Students are granted opportunities for class collaborative study groups to foster communication, sharing, and dynamic learning. Thus, in addition to individual assignments, students will actively participate in multi-student lab sessions designed to strengthen their team-building and professional communication skills.

## Grading

Students are graded on a percentage basis. A passing grade at Bryan College is 70%. Course grades will be based on a weighted average as prescribed by the faculty at the onset of the course which may include tests, quizzes, midterm exams, exams, final exams, projects, presentations, and assignments.

Grade	Percent
Pass	70% +
Fail	69% and below

## Withdrawal from School

Students who cannot continue in their program of study may withdraw from school using the following process:

- The student notifies his/her Academic Coordinator in writing of the need to withdraw from school and the desired withdrawal date.
- The student meets with the Academic Coordinator for his/her program of study.
- The student works with the Academic Coordinator to put together a plan for returning to school, if applicable.
- The student meets with the financial aid officer to discuss repayment of OSAP fees.

If personal circumstances change and afford the student the opportunity to continue with school, the student may petition to re-enter the program of study by contacting their Admissions Advisor.

## **Incompletes**

Students experiencing extenuating circumstances may ask their instructor(s) for an extension. Students must request an extension in the final week of the term. If the student does not have a minimum grade of 70% in the course, the College reserves the right to deny the request. If the request is approved by the instructor and Program Director, students will be given a temporary "Incomplete" grade and must complete the course requirements within 10 days of the end of the term. If outstanding assignments are not submitted within that time frame, the Incomplete grade will change to the current grade in the class based on the assignments submitted.

## **Unauthorized Distribution of Copyrighted Materials**

Bryan College strives to provide access to varied materials, services, and equipment for students, faculty, and staff and does not knowingly condone policies or practices that constitute an infringement of Federal copyright law.

Transmitting (including peer-to-peer) or downloading any material that you do not have the right to make available and that infringes any patent, trademark, trade secret, copyright, or other proprietary rights of any party is prohibited. Installing or distributing pirated or unlicensed software is also forbidden. Violation of these requirements may subject students, faculty, and staff to civil and criminal liabilities as well as possible dismissal from the institution. Students, faculty, or staff who violate federal copyright law do so at their own risk.

Copyright status is applied to a work as soon as it is created. Users should assume that all writings and images are copyrighted. Copyright infringement, fines, and imprisonment. Please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

Bryan College maintains a campus network to support and enhance the academic and administrative needs of our students, faculty, and staff. Bryan College is required by Federal Law – H.R. 4137 to make an annual disclosure informing students that illegal distribution of copyrighted materials may lead to civil and/or criminal penalties.

Bryan College takes steps to detect and punish users who illegally distribute copyrighted materials.

Bryan College reserves the right to suspend or terminate network access to any campus user that violates this policy and network access may be suspended if any use is impacting the operations of the network. Violations may be reported to appropriate authorities for criminal or civil prosecution. The existence and imposition of sanctions do not protect members of the campus community from any legal action by external entities.

## **Code of Conduct**

Bryan College is committed to maintaining high standards for student conduct. Students will be held accountable for, or should report, the following violations occurring online, on campus, or at practicum facilities:

- All forms of dishonesty, including cheating, plagiarism, forgery, or misuse of college documents.
- Theft, deliberate destruction, or damage of college property or property owned by employees and students.
- Inappropriate or profane behavior that disrupts teaching, research, administration, disciplinary proceedings, or other College activities.
- Consumption, possession, manufacturing, or distribution of alcoholic beverages or controlled substances.

- Failure to comply with the instructions of college officials acting within the scope of their employment responsibilities.
- Violence or threats of violence toward persons or property of students, faculty, staff, or the College.
- Improper use of email and Internet access for purposes unrelated to the educational mission of the College, such as College email, to solicit private business.
- Inappropriate use of cell phones or other electronic devices, all of which must be turned off while in the classroom.
- Physical abuse, verbal abuse, bullying, intimidation, harassment, coercion, stalking, or any conduct that threatens or endangers the physical or psychological safety of another person.

A student involved in any of the violations listed above will be sanctioned accordingly. Possible sanctions range from receiving a written letter of reprimand to immediate dismissal from the college. When determining what sanction to impose, factors such as prior disciplinary actions, the nature of the offense, the severity of harm, or other factors deemed appropriate, will be considered. Written reprimands will include a plan of action including future sanctions if the student repeats the initial violation or if a new violation occurs under a different area of the Code of Conduct.

Any member of the College community may file charges against a student for violations of the Code of Conduct. The charge shall be in writing and directed first to the Academic Coordinator who may conduct an impartial investigation to determine if the charge has merit and if it can be resolved by mutual consent of the parties involved. If the issue persists or cannot be resolved at the Academic Coordinator level, the charge will be escalated to the Campus President who will determine and enforce the appropriate sanction.

A student may appeal disciplinary sanctions to the College by submitting them in writing to the Campus President. All appeals need to include the basis for which an appeal should be granted and must confirm that the student has taken the prerequisite steps listed above. All student appeals must be initiated within five days after the student receives notice of the disciplinary action. The College shall respond to the appeal within 10 business days. The decision of the review board is final.

## **Children on Campus and in Online Live Class Sessions**

Faculty, staff, and students are encouraged not to bring children on campus for extended periods. Children are not permitted in the classroom and Bryan College does not provide childcare services and cannot assume responsibility for the health and safety of minors. When attending class online, students are encouraged to provide a class environment that will not be disrupted by childcare or children's activities to allow the student to fully participate in class and to prevent online classroom disruption.

# Personal Appearance and Hygiene

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## Personal Appearance and Hygiene

The College adheres to a student personal appearance policy to encourage professional behavior and conduct, and to prepare students for their future careers. Safety and comfort are also a consideration in the adopted personal appearance policy. Adherence to the personal appearance policy discussed below is required for all students on campus and those attending or participating in college events or activities off campus.

Students in violation of the personal appearance policy will be given an opportunity to conform to the policy. Students who do not or cannot conform to the policy when asked will be dismissed from campus or the activity until they can appear in proper personal appearance.

Massage therapy and advanced medical spa therapy students must wear the Bryan College uniform while on campus participating in practical classes and student clinics.

Students are exempt from wearing the Bryan College uniform only during the following circumstances: they are waiting for the delivery of a uniform in their size, they are at the campus to write a theory exam only. In both circumstances students are expected to be dressed appropriately and professionally to match the industry they are training for.

### Personal Hygiene

Students attending on campus are expected to meet the following standards or guidelines with respect to personal grooming and hygiene upkeep:

- Consistent bathing and oral hygiene.
- No heavily scented perfumes, colognes, or lotions.
- Fingernails neatly manicured and of a length that does not compromise physical activities.

### Jewelry and Piercings

Students will be asked to remove all visible jewelry and piercings prior to participating in hands-on bodywork and fitness activities. Students may continue to wear stud earrings unless it interferes with the techniques being taught or practiced.

# Satisfactory Academic Progress

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All Bryan College students (full-time, part-time, undergraduate) must achieve satisfactory academic progress (SAP) to successfully complete their programs of study (all programs are included). Approved transfer credit is considered when evaluating SAP. The College evaluates students' academic progress (qualitative) at the end of each course to determine the student's ability to progress and complete the program within 150% of the program clock hours as well as qualitative (course academic performance) Students must maintain a 70% attendance and 70% G.P.A. at all times.

## Failing to Meet SAP Requirements

Students failing to meet SAP requirements.

**Diploma Programs:** Students are automatically placed on SAP Warning. If by the midpoint of the program, the student does not meet satisfactory academic progress, OSAP will not be disbursed. Students will meet with the Academic Coordinator and Financial Aid Officer for the subsequent withdrawal and repayment counselling.

## Grade Appeals

A student may contest any test, assignment, performance, or course grade. The student shall first discuss the contested grade with the faculty member involved. This conference shall be requested by the student within fifteen (15) working days from the time the student knew or reasonably should have known about the grade contest.

Steps for students to follow:

- If within ten (10) working days of the request for the conference with the faculty member, the grade contest is not resolved or the faculty member has been unable to meet with the student, the student may continue the process by filing a written complaint with the Program Director. This written complaint must be filed within ten working days following the previous deadline.
- Upon receipt of a written complaint, the Program Director will work with the student and faculty member to resolve the grade contest. This may include a third party reviewing and re-grading the assignment(s) in question.

## Repeat Classes

Students may repeat a class in order to attain a passing grade. A student is granted three attempts per course to achieve a 70%. After three attempts, if the student cannot achieve a passing grade, the student will be withdrawn. No retakes are eligible for OSAP funding. Only the first retake that a student must complete will be provided at no cost. All subsequent retakes of any course within the program will need to be paid for by the student.

# Academic Policies

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Bryan College is committed to providing students with the knowledge, skills, and attitudes needed to lead Page 29 of 54 successful careers. The college maintains an expectation that students will reflect their own commitment to success through regular attendance and strong study habits.

## Registering Attendance

Students register course attendance by participating in, or completing, the following educational activities:

- Any action in an on-ground live class session beyond merely being present (e.g., participating in discussions and activities).
- Any action in an online live class session beyond logging in (e.g., chat postings, responding to poll or quiz, verbal interaction).
- Submitting an academic assignment.
- Engaging in a drill, quiz, or exam.
- Working on an interactive tutorial (e.g., recorded lecture).
- Working on computer-assisted instruction (e.g., Weekly Lesson Presentation).
- Attending a study group that is assigned by the school.
- Participating in a discussion about course-related academic content.
- Initiating contact with a faculty member to ask a question about the course.
- Engaging in any required academic activity in the course.

## Live Class Session Attendance

Students are strongly encouraged to participate in all live class sessions, whether online or on campus, and are awarded attendance and participation marks each week for doing so. Although attendance at any scheduled live session is expected, students can elect not to attend if they feel that life situations, events, or other reasons make them unable to do so. If a student does not attend a live class session, he/she must submit a makeup assignment to earn participation points and gain attendance. (Examples of make-up assignments can include a short summary/synopsis of the content covered in the live event, or a short quiz pertaining to material covered in the live event).

### Non-Attendance Withdrawal Policy

Students who are absent for 28 consecutive calendar days will be withdrawn from their programs of study. Students withdrawn due to lack of attendance may apply for re-entry the following term. Approval for re-entry is based upon a student's satisfactory academic progress (SAP) in the program and the student's ability to prove that circumstances leading to withdrawal have been resolved.

## Academic Policy Regarding Repeated Course Failures in Prerequisite Courses

Students who fail any prerequisite courses are automatically placed on academic warning, which if not remedied timely, may result in academic probation and academic dismissal.

# **Academic Policy Regarding Repeated Course Failures**

Students who fail the same course more than three times may result in academic probation and academic dismissal.

## **Academic Advisement**

The College provides a Notification of Course Failure and information regarding available academic resources and assistance to a student failing any course. A student is given an Academic Warning when the student's academic performance falls below 70%. The student will meet with the Academic Coordinator to discuss peer tutors, course remediation, and study techniques.

### **Academic Probation**

Students who have not attained 70% after two consecutive terms on Academic Warning or fail a course class while on Academic Warning, are placed on Academic Probation.

- a. Students on Academic Probation must meet with their Academic Coordinator to design and implement a plan for academic improvement to raise the student's grades within the time limitations, including, if applicable, those limitations imposed by the College's requirement of Satisfactory Academic Progress.
- b. If a student fails a course or is unable to improve the student's grades within a 6-week period with the plan for academic improvement will be dismissed from the program.
  1. Students who are dismissed from the program may have the ability to enroll in a different program and will be required to meet with the Academic Coordinator for the intended program.

### **Appeal Of Dismissal For Unsatisfactory Academic Performance:**

Students who have been dismissed under the provisions of this section may appeal the dismissal by a written petition sent to [acostenaro@bryancollege.ca](mailto:acostenaro@bryancollege.ca). The College shall respond to the appeal within 10 business days.

## **Re-Enrollment/Re-Entry (Not Dismissed for Unsatisfactory Academic Performance)**

Students who are no longer attending the College for reasons of non-attendance, non-return from a scheduled break, or non-return from Leave of Absence may request re-enrollment by petition to Alumni Relations.

- To be considered for re-enrollment, such applicants may be interviewed by the Program Director or the Student Outreach Department.
- If the re-entry is approved re-enrollment, Alumni Relations will facilitate student meetings with the Registrar, Financial Aid, and Admissions.

If an applicant is not re-enrolled, the applicant may appeal the decision by written petition to [acostenaro@bryancollege.ca](mailto:acostenaro@bryancollege.ca).

## **Grievance/Complaint Procedure**

Before initiating the formal grievance/complaint process, the student is encouraged to make every effort to resolve the problem informally with the person(s) alleged to have caused the grievance. The student may

present an informal grievance/complaint in writing to the person(s) alleged to have caused the grievance. This attempt to resolve the grievance/complaint informally should be started as soon as the student first becomes aware of the act or condition that is the basis of the grievance/complaint.

### Academic Grievance/Complaint

**Step 1:** Students who have academic concerns, complaints, or problems are expected to discuss them first with the involved faculty or staff member.

**Step 2:** If the issue is not resolved after this discussion, or if the issue is program-related, students should consult with the Academic Coordinator.

**Step 3:** If after discussion with the Academic Coordinator, the issue is not resolved, the student should submit the written grievance/complaint letter to [acostenaro@bryancollege.ca](mailto:acostenaro@bryancollege.ca). Academic grievances/complaints will be addressed by the Director of Education, who will respond within three business days.

### Non-Academic Grievance/Complaint

**Step 1:** Non-academic concerns, complaints, or problems regarding a specific department or employee should be discussed directly with staff.

**Step 2:** If the issue is not resolved after this discussion, students should consult with the employee's supervisor/manager.

**Step 3:** If after discussion with the employee's supervisor/manager, the issue is not resolved, the student should submit the written grievance/complaint letter to [acostenaro@bryancollege.ca](mailto:acostenaro@bryancollege.ca). Non-academic grievances/complaints will be addressed by the Director/Leader of the department, who will respond within three business days.

### Formal Grievance/Complaint

After you have followed the steps above first, students who feel that the issue is still unresolved may file a formal grievance/complaint with the College Administration.

ATTN: Compliance Department Bryan  
College 1200 Lawrence Ave. West, North York  
North York, Toronto M6A1E4  
Email: [acostenaro@bryancollege.ca](mailto:acostenaro@bryancollege.ca)

The College Administration will review the submitted request and may schedule a personal interview with the student and/or staff or faculty involved with the issue. Interviews may be conducted in person or over the phone.

The student will be informed, in writing, of any decision within ten (10) calendar days of receipt of the formal written grievance/complaint.

If the grievance/complaint cannot be resolved after exhausting the institution's complaint/grievance procedure, the student may file a complaint with the Superintendent of Private Career College. A Student Complaint Form for a complaint to the Superintendent can be downloaded from the Service Ontario website at [www.forms.ssb.gov.on.ca](http://www.forms.ssb.gov.on.ca).

Students with questions may also contact the Accrediting Commission of Career Schools and Colleges, 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201; phone: 703.247.4212; website: [www.accsc.org](http://www.accsc.org). Students can also email the commission at [complaints@accsc.org](mailto:complaints@accsc.org).

# **Notice of Nondiscrimination**

Bryan College is committed to diversity and does not engage in discrimination based on race, sex, color, national origin, religion, age, disability, sexual orientation, or any other protected category.

## **Student Requests for Reasonable Accommodations**

Current and enrolling students interested in requesting academic adjustment, auxiliary aids, or other accommodations to support a documented, qualified disability in an academic environment may contact the Director of Education at [lgiammartino@bryancollege.ca](mailto:lgiammartino@bryancollege.ca). All accommodation plans will remain in confidential files in the Bryan College Office and be maintained by Bryan College staff. Students who disagree with any outcomes or decisions rendered regarding accommodation requests should follow the catalog "Grievance Procedure," submitting a statement of why and how the response should be modified.

# Academic Honors and Awards

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## Honours Diploma

Students with a 90% or greater overall average are granted an Honours Diploma

# 2024/2025 Bryan College Academic Calendars

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There are individual calendars for Massage Therapy, Advanced Medical Spa Therapist, Health Fitness Trainer, and Medical Office Assistant.

## 2-7 Week Modules in Medical Office Assistant

### Winter 2025

Date	Event
January 13, 2025 – March 28, 2025	Module Begins
February 17, 2025	Family Day
April 21, 2025	Good Friday
March 10, 2025 – April 18, 2025	Module Begins

### Summer 2025

Date	Event
May 5, 2025– May 30 , 2025	Module Begins
May 19, 2025	Victoria Day
July 5, 2025 – August 8, 2025	Module Begins
July 1, 2025	Canada Day
August 4, 2025	Civic Day
September 1, 2025	Labor Day

### Fall 2025

Date	Event
September 2 , 2025 – October 10, 2025	Module Begins
October 13, 2025	Thanksgiving Day
November 3, 2025 – December 19, 2025	Module Begins
December 19, 2025 – January 5, 2026	Christmas Break

## 4-8 Week Modules in Health Fitness Trainer

### Winter 2024

Date	Event
January 29, 2024 – March 15, 2024	Module Begins
February 19, 2024	Family Day
March 18, 2024 – April 12, 2024	Module Begins
March 29, 2024	Good Friday
April 15, 2024 – May 10, 2024	Module Begins

## Summer 2024

Date	Event
May 13, 2024 – May 24, 2024	Module Begins
May 20, 2024	Victoria Day
June 10, 2024 – July 5, 2024	Module Begins
July 1, 2024	Canada Day
July 8, 2024 – August 2, 2024	Module Begins
August 5, 2024	Civic Day
August 6, 2024 – August 30, 2024	Module Begins

## Fall 2024

Date	Event
September 2, 2023	Labor Day
September 3, 2024 – September 27, 2024	Module Begins
September 30, 2024 – October 25, 2024	Module Begins
October 14, 2024	Thanksgiving Day
October 28, 2024 – November 22, 2024	Module Begins
November 25, 2024 – December 20, 2024	Module Begins
December 23, 2024 – January 6, 2025	Christmas Break

## 2-13 Week Modules in Advanced Medical Spa Therapist

## Winter 2025

Date	Event
January 6, 2025 – February 14, 2025	Module Begins
March 17 2025 – April 18, 2025	Module Begins
February 17, 2025	Family Day
February 26, 2024 – March 22, 2024	Module Begins
April 18, 2025	Good Friday
April 14, 2025 – April 25, 2025	Module Begins

## Summer 2025

Date	Event
May 19, 2025	Victoria Day
June 2, 2025– June 13, 2025	Module Begins
July 1, 2025	Canada Day
August 4, 2025	Civic Day
August 5, 2025– August 14, 2025	Module Begins
September 1, 2025	Labour Day

## Fall 2025

Date	Event
October 13, 2025	Thanksgiving Day
October 27, 2025 – November 21, 2025	Module Begins
November 24, 2025 – December 5, 2025	Module Begins
December 19, 2025 – January 5, 2026	Christmas Break

## 6 Week Modules in Massage Therapy

### Winter 2025

Date	Event
January 6, 2025 – February 14, 2025	Module Begins
February 17, 2025 – March 28, 2025	Module Begins
February 17, 2025	Family Day
March 31, 2025 – May 9, 2025	Module Begins
April 18, 2025	Good Friday

### Summer 2025

Date	Event
May 19, 2025 – June 27, 2025	Module Begins
May 19, 2025	Victoria Day
June 30, 2025 – August 8, 2025	Module Begins
July 1, 2025	Canada Day
August 4, 2025	Civic Day
August 11, 2025 – September 19, 2025	Module Begins
September 1, 2025	Labour Day

### Fall 2025

Date	Event
September 29, 2025 – November 7, 2025	Module Begins
October 13, 2025	Thanksgiving Day
November 10, 2025 – December 19, 2025	Module Begins
December 19, 2025 – January 5, 2026	Christmas Break

# Programs

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## Advanced Medical Spa Therapist

### **Advanced Medical Spa Therapist Diploma**

**Degree Type** Diploma

**1115 Clock Hours, 40 Weeks**

#### **Program Objectives**

The Advanced Medical Spa Diploma is designed to prepare students for entry-level employment in medical spas, wellness spas, laser centers, and other health-related settings such as full-service spas. The program focuses on the concepts and theories associated with Esthetics.

The Program Learning Outcomes are:

- Students will know how to perform a variety of specialized body and skin care treatments.
- Students will know how to use medical-grade laser equipment effectively and safely.
- Students will be able to perform manicures, pedicures, and waxing services.
- Students will know how to perform a complete makeover.

Clinical course hours are a part of a student's required coursework in their educational program at Bryan College. Students are not paid for the work performed during practicum/clinical course activities. All school rules apply to clinical course hours. Students participating in clinical course hours are reminded that they are acting as representatives of Bryan College and are expected to be professional at all times. Students are expected to complete clinical course hours within the grading period as outlined in the course description and requirements.

#### **Employment Opportunities**

The following is a list of occupations and organizations that one could pursue for employment:

- Medical Spas
- Dermatology Clinics
- Wellness Centers
- Laser Training Centers

#### **Standard Occupational Classification (SOC)\* Codes**

***Include, but are not limited to, the following:***

- 31-9099 Healthcare Support Worker

Detailed information surrounding these classifications can be found at the following website:

[https://www.bls.gov/soc/2018/major\\_groups.htm](https://www.bls.gov/soc/2018/major_groups.htm)

#### **Program Completion**

To graduate and receive a Diploma as an Advanced Medical Spa Therapist, students must complete a minimum of 1115 clock hours of coursework in the curriculum and have a cumulative grade point average of 2.0 or better.

## Courses

Course Code	Title	Clock Hours
MS10	Medi-Spa	140
SC10	Skin Care/Anatomy/Physiology	422
MP10	Manicure and Pedicure	120
WA10	Waxing	70
BU10	Business Management	60
RM10	Body Treatments & Relaxation Massage	115
CS10	Makeup Artistry	115
CB10	Student Clinic	73
Sub-Total Credits		1,115
Total Clock Hours		1

## Advanced Medical Spa Therapist Course Descriptions

### **BU10: Business Management**

This course will cover techniques to secure proper client relationships, develop referral business, and close sales. Students learn the characteristics of top sales personnel and how to improve upon individual strengths to provide the skills and techniques needed for effective client services, product sales, and team building within the spa industry.

**Clock Hours** 60

**Prerequisites** None

### **CB10: Student Clinic**

The Student Esthetics clinic provides students with the opportunity to develop and practice their skills through interaction with the general public. Each clinic session is supervised by a member of the Esthetics faculty, who is a qualified Esthetician, and able to provide guidance and assistance to the student and client. Students work in a clinical setting providing esthetic services such as manicures and pedicures, waxing, facials, make-up application, and relaxing body massage.

**Clock Hours** 73

**Prerequisites** a minimum of 2 of the following courses completed: [WA10](#), [SC10](#), [MP10](#), [RM10](#)

### **CS10: Makeup Artistry**

This course provides students with a basic understanding of cosmetic chemistry and regulations within the industry. Students learn applications for day, evening, runway, and bridal settings.

**Clock Hours** 115

**Prerequisites** None

## **MP10: Manicure and Pedicure**

Students in this course learn to identify bones and muscles of the hands, arms, feet, and legs; identify pathologies of the hand, nail, foot, and skin. Students study the growth cycle of the nail and focus on client care, safety, and hygiene through relevant practical work, shellac, and polish application.

**Clock Hours** 120

**Prerequisites** None.

## **MS10: Medi-Spa**

Students in the Medi-Spa course will perform assignments and learn Fitzpatrick skin typing, laser versus IPL, patch testing, laser hair capillary, and pigment removal techniques. Students are exposed to photo facials, microdermabrasion, radio frequency body contouring, and fractional skin resurfacing.

**Clock Hours** 140

**Prerequisites** None.

## **RM10: Body Treatments & Relaxation Massage**

Students learn to administer the principles of multiple hydrotherapy modalities safely and appropriately. Students will understand specific body treatments including body aromatherapy, mud wraps, seaweed wraps, salt glows, and body scrubs.

**Clock Hours** 115

**Prerequisites** None

## **SC10: Skin Care/Anatomy/Physiology**

This course provides the students with an overview of the structure, function, layers, and appendages of the skin. Students gain competence in identifying pathologies and diseases of the skin and learn how to perform lymphatic drainage. Students will learn the fundamentals of performing facials and other various skin treatments.

**Clock Hours** 422

**Prerequisites** None.

## **WA10: Waxing**

This course will cover the technical skill of hair removal through different professional hair removal techniques. Students learn to identify the structure and function of hair, its growth cycle, and diseases and disorders associated with hair.

**Clock Hours** 70

**Prerequisites** None.

# Massage Therapy

## **Massage Therapy Diploma**

**Degree Type** Diploma

**2315 Clock Hours, 78 Weeks**

### **Program Objectives**

The Massage Therapy program is designed to prepare students for entry-level employment as Massage Therapists, acting as regulated health professionals. Students gain knowledge to assess and treat clients in a clinical massage setting. Students will prepare for a third-party licensing examination from the College of Massage Therapists of Ontario.

This program prepares students for a deeper understanding of the concepts and theories associated with Massage Therapy. The Program Learning Outcomes are:

- Students will learn to evaluate and assess clients through orthopedic testing.
- Students will learn to formulate therapeutic exercise programs for clients.
- Students will apply advanced techniques for the treatment of conditions relating to muscle and tendon injuries.
- Students will apply concepts to perform a full-body relaxation massage through a combination of theory and hands-on practice.

At the completion of the program, students must pass both the OSCE and MCQ exams, before sitting for licensure with the College of Massage Therapist of Ontario.

Clinical course hours are a part of a student's required coursework in their educational program at Bryan College. Students are not paid for the work performed during clinical course activities. All school rules apply to clinical course hours. Students participating in clinical course hours are reminded that they are acting as representatives of Bryan College and are expected to be professional at all times. Students are expected to complete clinical course hours within the grading period as outlined in the course description and requirements.

### **Employment Opportunities**

The following is a list of occupations and organizations that one could pursue for employment:

- Multidisciplinary Clinics
- Rehab Clinics
- Hospital Settings
- Wellness Centers
- Destination Spas

### **Standard Occupational Classification (SOC)\* Codes**

*Include, but are not limited to, the following:*

- 31-9010 Massage Therapists
- 31-9011 Massage Therapists
- 31-9090 Miscellaneous Healthcare

Detailed information surrounding these classifications can be found at the following website:

[https://www.bls.gov/soc/2018/major\\_groups.htm](https://www.bls.gov/soc/2018/major_groups.htm)

## Program Completion

In order to graduate and receive a Diploma and practice as a Massage Therapist, a student must earn a minimum of 2315 clock hours of coursework in the curriculum and have a cumulative grade point average of 2.0 or better. Massage Therapy Diploma graduates must meet the core competency guidelines set forward by the regulatory body - CMTO (College of Massage Therapists of Ontario) and are licensed by a third party for the province of Ontario.

## Courses

Course Code	Title	Clock Hours
AN10	Anatomy I	138
AN20	Anatomy II	135
AN30	Neurology	78
BU10	Business & Entrepreneurship	48
CB/OU	Student Clinic & Outreach	330
CL10	Basic Client Assessment	128
CL20	Advanced Client Assessment	156
HY10	Hydrotherapy	64
KR30	Kinesiology & Remedial Exercise	120
MT10	Basic Massage Techniques	120
MT20	Advanced Massage Techniques	130
PP10	Physiology I	96
PP20	Physiology II	96
PP30	Pathophysiology I	96
PP40	Pathophysiology II	84
RE10	Research	50
OSCE Prep	Objectively Structured Clinical Evaluation Preparation	80
TCA1	Advanced Treatments I	133
TCA2	Advanced Treatments II	133
TR10	Therapeutic Relations	50
TR20	Ethics & Professional Regulation	50
Sub-Total Credits		2,315
Total Clock Hours		2

## Massage Therapy Course Descriptions

### **AN10: Anatomy I**

Students learn the gross anatomy and palpation of the musculoskeletal system of the upper body.

**Clock Hours** 138

**Prerequisites** None.

### **AN20: Anatomy II**

Students learn the gross anatomy and palpation of the musculoskeletal system of the lower body. They will also cover the anatomy and physiology of the cardiovascular system.

**Clock Hours** 135

**Prerequisites** None.

## **AN30: Neurology**

Students will learn the structure and functions of the nervous system, such as somatic motor and sensory pathways, spinal nerves, plexuses, and cranial nerves. Students are introduced to the autonomic nervous system, including the sympathetic and parasympathetic divisions.

**Clock Hours** 78

**Prerequisites** [PP10](#).

## **BU10: Business & Entrepreneurship**

Students learn the basic principles to make informed business decisions. Topics include a study of laws that govern a massage therapy business, financial record keeping, resume writing, advertising, and marketing strategies.

**Clock Hours** 48

**Prerequisites** None.

## **CB/OU: Student Clinic & Outreach**

Students participate in one four-hour supervised clinic session per week in order to progress from general relaxation treatments to assessment and treatment of a variety of conditions. Students integrate clinical skills with technical and academic training, as well as promote professionalism through interaction with the general public.

**Clock Hours** 330

**Prerequisites** [AN10](#), [AN20](#), [MT10](#), [TR10](#), [CL10](#)

## **CL10: Basic Client Assessment**

Students learn techniques that enable the therapist to formulate an effective treatment plan such as observation, palpation, and range of motion testing.

**Clock Hours** 128

**Prerequisites** None.

## **CL20: Advanced Client Assessment**

Students are exposed to orthopedic testing procedures for all areas of the body.

**Clock Hours** 156

**Prerequisites** [CL10](#), [AN10](#), [AN20](#).

## **HY10: Hydrotherapy**

Students learn the therapeutic uses of hot and cold packs, saunas, whirlpools, paraffin wax, and salt glows.

**Clock Hours** 64

**Prerequisites** [MT10](#).

## **KR30: Kinesiology & Remedial Exercise**

Students will learn to formulate therapeutic exercise programs for clients through the understanding of how the human body moves.

**Clock Hours** 120

**Prerequisites** [AN10](#), [AN20](#), [PP10](#), [PP20](#).

## **MT10: Basic Massage Techniques**

Students learn to perform a full-body relaxation massage through a combination of theory and hands-on practice. Students will understand the basic techniques of Swedish massage, consent boundaries, and draping.

**Clock Hours** 120

**Prerequisites** None.

## **MT20: Advanced Massage Techniques**

Students perform and practice advanced treatment techniques.

**Clock Hours** 130

**Prerequisites** [MT10](#), [AN10](#), [AN20](#).

## **OSCE Prep: Objectively Structured Clinical Evaluation Preparation**

Students are prepared for Provincial Registration Examinations held with the College of Massage Therapists of Ontario (CMTO). Two components are covered: a) multiple choice computer-administered examination, and b) OSCE clinical examination requiring hands-on treatments. Clinical exam situations are administered throughout the program at Bryan College in accordance with the principles of the OSCE. At the end of the program several weeks of intensive practice are administered to assist with developing a comfort level in demonstrating the techniques and treatments learned.

**Clock Hours** 80

**Prerequisites** Completion of all courses in the program

## **PP10: Physiology I**

This course involves the study of human physiology, focusing on microbiology and the integumentary, nervous, lymphatic, and endocrine systems of the body.

**Clock Hours** 96

**Prerequisites** None.

## **PP20: Physiology II**

This course involves the study of human physiology, focusing on metabolism, pharmacology, and the musculoskeletal, respiratory, urinary, digestive, and reproductive systems of the body.

**Clock Hours** 96

**Prerequisites** None.

## **PP30: Pathophysiology I**

This course seeks to provide an understanding of the effect of disease on the body and examines how and why various signs and symptoms arise. Students will cover basic concepts of health and disease, cell function and growth, infection, inflammation, immunity, as well as common pathologies of the integumentary system, endocrine system, and nervous system.

**Clock Hours** 96

**Prerequisites** [PP10](#), [PP20](#).

## PP40: Pathophysiology II

This course seeks to provide an understanding of the effect of disease on the body and examines how and why various signs and symptoms arise. Students will cover common pathologies of the musculoskeletal system, gastrointestinal system, respiratory system, renal system, genitourinary and reproductive systems, as well as substance abuse and addiction.

**Clock Hours** 84

**Prerequisites** [PP10](#), [PP20](#).

## RE10: Research

Students are introduced to the research process by finding and critically analyzing research reports, using specific examples from massage therapy.

**Clock Hours** 50

**Prerequisites** None.

## TCA1: Advanced Treatments I

Students will understand the treatment of pathological conditions and occurrences by integrating knowledge from other sources. Students develop the ability to formulate treatment objectives and plans and to apply massage manipulations and techniques to specific conditions. Conditions covered are those not covered in TCA2.

**Clock Hours** 133

**Prerequisites** [MT10](#), [MT20](#), [PP10](#), [PP20](#), [AN10](#), [AN20](#), [CL10](#), [CL20](#).

## TCA2: Advanced Treatments II

Students will understand the treatment of pathological conditions and occurrences by integrating knowledge from other sources. Students develop the ability to formulate treatment objectives and plans and to apply massage manipulations and techniques to specific conditions. Conditions covered are those not covered in TCA1.

**Clock Hours** 133

**Prerequisites** [MT10](#), [MT20](#), [PP10](#), [PP20](#), [AN10](#), [AN20](#), [CL10](#), [CL20](#).

## TR10: Therapeutic Relations

Students become familiar with the ethical issues and professional boundaries that need to be practiced in everyday life as a massage therapist.

**Clock Hours** 50

**Prerequisites** None.

## TR20: Ethics & Professional Regulation

Students are introduced to government legislation and professional policies that govern conduct and analyze ethical dilemmas encountered in practice.

**Clock Hours** 50

**Prerequisites** None.

# Medical Office Assistant

## **Medical Office Assistant Diploma**

**Degree Type** Diploma

**740 Clock Hours, 37 Weeks**

### **Program Objectives**

The Medical Office Assistant Diploma program prepares students to gain entry-level employment in the exciting and growing field of front-office medical assisting. Students acquire the needed skills of a front office medical assistant in a variety of healthcare environments.

The program includes a core curriculum in medical terminology, accounting applications, administrative skills, and clinical skills and procedures.

Following the completion of the program, students will be able to:

- Demonstrate basic administrative and accounting skills.
- Demonstrate computer skills for applications and healthcare information technologies and systems.
- Demonstrate skills to translate services, and procedures into medical language using a variety of standard formats.
- Effectively communicate, query, and collaborate with healthcare stakeholders such as billers, physicians, and other healthcare staff.
- Work in a variety of medical environments.

### **Employment Opportunities**

The following is a list of occupations and organizations that one could pursue for employment:

- Medical Office Assistant
- Hospitals
- Hospice
- Insurance Companies
- Physician Offices
- Public Health
- Long Term Care Facilities
- Behavioral Health Settings

### **Standard Occupational Classification (SOC)\* Codes**

*Include, but are not limited to, the following:*

- 20-2071.00 – Medical Records and Health Information Technicians
- 43-6013.00 – Medical Secretaries

Detailed information surrounding these classifications can be found at the following website:

[www.onetonline.org](http://www.onetonline.org).

### **Program Completion**

In order to graduate and receive a Medical Office Assistant Diploma, a student must complete 740 clock hours of coursework in the curriculum and have a cumulative grade point average of 2.0 or better.

## Courses

Course Code	Title	Clock Hours
MOA-101	Accounting Applications	100
MOA-102	Introduction to Computers, Applications and Keyboarding	80
MOA-103	Medical Terminology, Body Systems, and Disease	160
MOA-105	Introduction to Medical Office Assisting	40
MOA-106	Administrative Skills and Procedures	120
MOA-110	Medical Emergencies and Job Search	40
MOA-115	Interpersonal Skills, Communication, Problem-Solving, and Client Services	80
MOA-120	Clinical Skills and Procedures	120
Sub-Total Credits		740
Total Clock Hours		740

## Medical Office Assistant Course Descriptions

### **MOA-101: Accounting Applications**

This course introduces students to basic bookkeeping and accounting principles as well as computerized accounting by applying Sage software. Students develop skills in setting up accounts, creating client and vendor records, recording income and expenses, tracking receivables and payables, creating payroll, issuing cheques, performing month-to-month, year-end closings, and generating reports.

**Clock Hours** 100

### **MOA-102: Introduction to Computers, Applications and Keyboarding**

This course provides students with a solid understanding of computer hardware and software components and introduces them to the use of a windows-based operating system and related useful applications such as word processing, spreadsheets, databases, presentation packages, the internet, and email. Students will operate computers independently, organize files and folders, and produce professional-looking documents. Students will learn to use the keyboard, proper finger positions, and how to type without looking at the keyboard.

**Clock Hours** 80

### **MOA-103: Medical Terminology, Body Systems, and Disease**

This course provides students with basic knowledge of the anatomy and physiology of body systems and their associated disorders. Topics covered include recognition of various homeostatic imbalances, common diseases and disorders, and an introduction to selected medical specialties such as pharmacology, oncology, radiology, and psychiatry.

**Clock Hours** 160

## **MOA-105: Introduction to Medical Office Assisting**

Topics covered include the role and responsibilities of a Medical Office Assistant, professionalism, career opportunities, ethical and legal concepts, patient education, and an overview of Medical Office Assistant management and responsibilities.

**Clock Hours** 40

## **MOA-106: Administrative Skills and Procedures**

This course reinforces and builds on the concept of effective interpersonal and communication skills as students learn about reception, procedures, telephone inquiries, appointment scheduling, reports and documentation, files, medical records, and medical billing. This course also introduces medical office management software systems and the role of computers in medical practice. Legal ethical issues surrounding information collection and retrieval are reviewed. Students are also introduced to basic medical transcriptions.

**Clock Hours** 120

## **MOA-110: Medical Emergencies and Job Search**

This course provides certification in Emergency First Aid and Basic Rescuer (level C) CPR. Courses are taught by WSIC- authorized providers. This course also helps students prepare for employment and conduct a successful campaign to find employment. Topics covered include preparation of a resume, cover letter, and thank you letter to use in a job search.

**Clock Hours** 40

## **MOA-115: Interpersonal Skills, Communication, Problem-Solving, and Client Services**

Managing effective customer service and employment relationships can result in situations of interpersonal difficulty or conflict. This course teaches effective interpersonal communication skills for managing personal and work relationships, gaining voluntary compliance, and managing conflicts in a multicultural society. This course also provides a solid review of English grammar, punctuation, sentence structure, and includes various exercises to improve written communication.

**Clock Hours** 80

## **MOA-120: Clinical Skills and Procedures**

This course covers the theory and practice of the clinical procedures that medical assistants commonly perform in a medical office. Topics include asepsis, infection control, patient assessment, vital signs, assisting with primary physical examinations, review of pharmacology and medications, assisting with specialty examinations, and understanding diagnostic procedures.

**Clock Hours** 120

# Faculty

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## **Trajano Alvarez**

Instructor - Massage Therapy

## **Maryam Attaran**

Instructor - Advanced Medical Spa Therapist

## **Osvaldo Bolanos**

Academic Coordinator - Massage

## **Joy Carter**

Academic Coordinator - Esthetics

## **Sharlene Castro**

Instructor - Massage Therapy

## **Sueaan Charles**

Instructor - Advanced Medical Spa Therapist

## **Adriana Costenaro**

President

## **Amanda Cotton**

Admissions

## **Catrina Dickson**

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## **Jessica Doria**

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Instructor - Massage Therapy

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Director of Education

## **Judy Grandison**

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## **Estafani Iglesias**

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## **Rashad Latouche**

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## **Denise Ledgister**

Instructor - Medical Office

## **Ann McTavish**

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## **Angela Molinari**

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## **Carla Morgan**

Instructor - Medical Office

## **Lindsay Nelson**

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## **Sharib Siddiqui**

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## **Manjyot Singh**

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## **Ian White**

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