



**The Institute of Holistic Nutrition
Toronto Campus – Head Office**

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PCTIA Registration Number: 3661

This Institution is PCTIA Registered: Yes No

Vancouver Campus

604 West Broadway, Suite 300
Vancouver, BC V5Z 1G1
T: 604.558.4000

Program Information

The *Applied Holistic Nutrition* program provides a Diploma upon graduation and a Certified Nutritional Practitioner (CNP) certification. There are 640 in-class hours, with the full-time program lasting 11 months and the part-time program lasting approximately 22 months. The program is taught predominantly in-class, with field trips held off-site. The program is taught in English.

Admission Requirements

To be eligible for entry, applicants must provide:

- High school education (official transcript required) or its equivalent **or** Post secondary education (official transcript required)
- An autobiography – 2 pages, typed and double-spaced. Highlight why you are interested in studying nutrition.

Payment Options (Current fees are applicable to students commencing the program in January 2012)

Upon registration, IHN requires a \$250 non-refundable Registration Fee and a \$250 non-refundable Admissions Assessment Fee. These fees are deducted from the total tuition with the following options available towards remittance of the remaining outstanding balance. Acceptable methods of payment are Cash, Cheque, Interac, Mastercard, Visa and Money Order. All tuition invoices/receipts are e-mailed, unless requested otherwise.

Option A – Advance payment in full of \$6,300 + HST for the complete Full & Part-time diploma programs

Full-Time Program (One Year)

Monday - Thursday, 10:00am - 2:00pm. First installment is due on the first day of class. Registration and Admissions Assessment Fees are in addition to the following:

Option B – 2 installments (5-month intervals): \$2,998 + HST

Option C – 3 installments (4-month intervals): \$2,035 + HST

Part-Time Program (Approximately Two Years)

Daytime program is either Monday/Wednesday or Tuesday/Thursday from 10:00am - 2:00pm. **Evening** program - Monday and Thursday evenings from 6:00pm - 9:30pm. First installment is due on the first day of class. Registration and Admissions Assessment Fees are in addition to the following:

Option B – 3 installments (6-month intervals): \$2,001+ HST

Option C – 4 installments (5-month intervals): \$1,526 + HST

For **Option D**, per course payments, please view IHN’s website, or ask a Program Advisor at your desired campus. Subject to annual price increases.

Program Costs

Tuition	\$5,800.00
Registration Fee (non-refundable, due upon registration)	250.00
Application Fee (non-refundable, due upon registration)	250.00
Textbooks (prices subject to change)	<u>1,160.62</u>
Total of Program Cost (Pre-tax)	<u>\$7,460.62</u>

Additional Fees

- First official transcript is free. Additional transcripts are \$25 plus GST
- Returned cheque(s) results in an NSF charge of \$20
- If a student wishes to receive paper invoices, a charge of \$10 plus GST per academic year will apply
- Students must retake any failed course in the next available session. Full charges of the current course price will apply and are due on the first class of the course
- If a student wishes to retake a course that has already been successfully completed, payment of 50% of the current course fee is required

Refund Policy

IHN has adopted the tuition and fee refund policy requirements established by PCTIA’s Bylaws. Please view Appendix A attached. The Registration and Application Assessment Fee that are due upon registration are non-refundable in all instances. They are transferable to another school term.

Photography Notice

IHN will occasionally take photos of students throughout the program for use towards promotional and marketing materials. By signing below, you are authorizing IHN to use your photo(s) in trade publications, flyers, handouts, and web media without compensation.

Signature of Student

Date Signed

STUDENT INFORMATION

Student Last Name		Student First Name and Middle Name	
Student Previous Full Name (if applicable)		Student Email Address Email invoices? <input type="checkbox"/> Yes <input type="checkbox"/> No - (\$10.00 / year)	
Student Local Mailing Address (including country)		Postal Code	
Student Telephone Number	Alternative Telephone Number	Emergency Contact Name & Phone Number	
Date of Birth: <u>YYYY</u> / <u>MM</u> / <u>DD</u>	Where did you hear about IHN? _____		
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	International Student <input type="checkbox"/> Yes <input type="checkbox"/> No		

PROGRAM COMMENCEMENT

Full-Time – Commences in January and September annually. One-year program.

January 201Y Program ends December 201Y **September 201Y** Program ends July 201Y

Part-Time Evening – Commences in September annually. Two-year program.

September 201Y Program ends July 201Y

Part-Time Daytime – Commences in January and September annually. Approximately two-year program.

January 201Y Program ends December 201Y **September 201Y** Program ends January 201Y

PAYMENT OPTIONS

FULL-TIME: Monday – Thursday	10am – 2pm	OPTION: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D
PART-TIME EVENING: Monday & Thursday	6pm – 9:30pm	OPTION: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D
PART-TIME DAYTIME: Monday & Wednesday	<input type="checkbox"/> 10am – 2pm	OPTION: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D
(Please check) Tuesday & Thursday	<input type="checkbox"/> 10am – 2pm	OPTION: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D

CREDIT CARD NUMBER _____ EXPIRY DATE ____ / ____

Do you authorize us to automatically charge the credit card number on file when a payment is due? Y N _____ (initials)

DECLARATION

I DECLARE THAT:

- I have read, understood, and agreed to the terms and conditions of this enrolment contract,
- I have received a signed copy of this contract.
- I have represented to the institution and provided evidence to prove that I meet all of the admission requirements for this program.

The information provided by me on this form is true and accurate and that I am 19 years of age or older. (If under the age of 19, a parent or legal guardian must also sign the contract.)

Student Signature or Signature of Parent / Legal Guardian _____ Date Signed _____

Institution Declaration:
The institution agrees to deliver the program according to the terms of this contract. The institution reserves the right to make minor changes to the program curriculum and/or delivery. The institution certifies that the student has met the admission requirements for the program.

Printed Name of Program Advisor _____ Signature of Program Advisor _____ Date Signed _____

BC Private Career Training Institutions Agency Statement

Overview

All private institutions that provide career training programs to students of more than 40 hours/week and over \$1000/tuition must be registered under the *Private Career Training Institutions Act*. The Private Career Training Institutions Agency (PCTIA) is responsible for establishing basic education standards and providing consumer protection for students enrolled with a registered career training institution, and for standards of quality for accredited career training institutions. A list of registered / accredited institutions can be found on PCTIA's website. PCTIA also manages the Student Training Completion Fund which provides tuition refund protection to students in the event a registered institution ceases to operate, or if a student is found to have been misled by an institution.

For further information about PCTIA and the services it provides, students may contact PCTIA at:

300 – 5172 Kingsway, Burnaby B.C. V5H 2E8
Tel. (604) 660-4400 Fax. (604) 660-4400
<http://pctia.bc.ca> info@pctia.bc.ca

Important Information

Before you begin studies at a registered institution you must sign a student enrolment contract. The institution is required to provide you with a signed copy of your enrolment contract and to maintain a copy in your student file. Under the Personal Information Protection Act, you are entitled to access your student file. Further information about storage and access to your student file is contained in the institution's Privacy Policy.

Before you sign an enrolment contract, there is important information you need to know:

Required Information

The institution must provide you with written copies of its: Dispute Resolution / Grade Appeal Policy, Dismissal Policy, Admissions Policy, Privacy Policy, Attendance Policy, and Tuition Refund Policy, plus a copy of the Program Outline for the program you are taking. Ensure you have understood this information before you sign an enrolment contract.

Your enrolment contract must include the institution's tuition and fee refund policy which sets out the amount of tuition that will be retained in the event you withdraw or are dismissed from the program. The institution's tuition and fee refund policy must comply with the minimum requirements established by PCTIA's Bylaws, as set out below:

Refunds in Cases of Withdrawal or Dismissal

1. Refund Policy
 - a) All institutions must have a refund policy which is described, in full, on the student enrolment contract. The minimum policies acceptable to the Agency appear below. Institutions are free to adopt a policy that is more generous to the student.
2. Written Notice
 - a) A written notice of withdrawal or dismissal must be provided:
 - i. By a student to the institution when the student withdraws, or
 - ii. By the institution to the student where the institution dismisses a student.
3. Refund Entitlement
 - a) Refund entitlement is calculated on the total fees due under the contract, less the applicable non-refundable application or registration fee. Where total fees have not yet been collected, the institution is not responsible for refunding more than has been collected to date and a student may be required to make up for monies due under the contract.

Refund policy for students:

- a) Refunds before the program of study begins:
 - i) If written notice of withdrawal is received by the institution less than 7 calendar days after the contract is made, and before the commencement of the period of instruction specified in the contract, the institution may retain the lesser of 10% of the total tuition and fees due under the contract or \$250.00.
 - ii) Subject to subsection 24.11) a) i), if written notice of withdrawal is received by the institution 30 calendar days or more before the commencement of the period of instruction specified in the contract, the institution may retain the lesser of 10% of the total tuition and fees due under the contract, or \$750.00.
 - iii) Subject to subsection 24.11) a) i), if written notice of withdrawal is received by the institution less than 30 calendar days before the commencement of the period of instruction specified in the contract, the institution may retain the lesser of 20% of the total tuition and fees due under the contract, or \$1000.00.

- b) Refunds after the program of study starts:
- i. If written notice of withdrawal is received by the institution or a student is dismissed before 10% of the period of instruction specified in the contract has elapsed, the institution may retain 30% of the tuition and fees due under the contract.
 - ii. If written notice of withdrawal is received by the institution, or a student is dismissed, after 10% and before 30% of the period of instruction specified in the contract has elapsed, the institution may retain 50% of the tuition and fees due under the contract.
 - iii. If a student withdraws or is dismissed after 30% of the period of instruction specified in the contract has elapsed, no refund is required..

Your student enrolment contract must include a copy of the B.C. Private Career Training Institutions Agency Statement (Appendix “A”) and an Authorization for Indirect Collection of Personal Information (Appendix “B”).

Prohibitions:

- The institution is prohibited from guaranteeing a student or prospective student employment, income, or eligibility for a work permit;
- Program admission requirements for your program of study cannot be waived;

DECLARATION		
By signing this form, the student acknowledges having read the information under the heading “Important Information” contained herein prior to executing this enrolment contract.		
Printed Name of Student	Signature of Student	Date Signed

Student Enrolment Contract – Appendix B

Authorization for Indirect Collection of Personal Information

In order to comply with its mandate of establishing quality standards and providing consumer protection, the Private Career Training Institutions Agency (PCTIA) may collect and use personal information about students enrolled in private career training institutions in accordance with section 26(c) of the Freedom of Information and Protection of Privacy Act.

I _____ (Student Name), hereby authorize
The Institute of Holistic Nutrition _____ (Institution Name) to provide my name, contact information, personal identification information, details about my program of study, and amount of fees and tuition paid, directly to PCTIA for the purpose of:

- Advising me of my rights under the Private Career Training Institutions Act, Regulation or PCTIA Bylaws,
- Administering the Student Training Completion Fund and / or
- Establishing and monitoring PCTIA standards for career training institutions.

The personal information on this form consisting of the student name, date of birth, gender, and postal code of the last known permanent address may be used to verify or assign a British Columbia Personal Education Number (PEN) to students. The main use of the PEN is to measure participation of the population in the post-secondary sector and for program research or evaluation.

Other uses of personal information may include purposes of identification, statistical reporting, investigating student complaints, determining tuition refund entitlements, measuring program performance, or other regulatory requirements. For research purposes, any information disclosed will be in a non-identifiable form.

I understand that I may withdraw my consent to the release of personal information by informing the institution in writing.

Upon completion of the program of study or other termination from the program, my academic record consisting of my transcript and diploma if issued, and this contract, will be stored for the purpose of maintaining an academic record archive in accordance with the PCTIA Bylaws.

Signature of Student

Date Signed