



The Institute of Holistic Nutrition
The Industry Leader in Training Nutrition Professionals

Toronto Campus – Head Office

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North York (Toronto) Campus

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Ottawa Campus

1547 Merivale Road, Suite 430
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Program Information

The *Applied Holistic Nutrition* program provides a Diploma upon graduation and a Certified Nutritional Practitioner (CNP) certification. There are 713.5 program hours, including 613.5 in-class hours and 100 Co-op hours, with the full-time program lasting 11 months, the part-time evening program lasting 24 months and the part-time daytime program lasting up to 30 months.

Language of Instruction: English

Admission Requirements

To be eligible for entry, applicants must provide:

- Ontario Secondary School Diploma (O.S.S.D.)/British Columbia Certificate of Graduation or their equivalent or post-secondary documentation or a current resume if applying as a Mature Student (25 years of age or older)
- Completed Enrolment Contract
- In-person interview (telephone interviews are accepted for International applicants only)
- An autobiography (2 pages – typed and doubled-spaced about yourself and your interest in this field or 3-5 pages typed and doubled-spaced about yourself and your interest in this field if applying as a Mature Student (25 years of age or older))
- Non-refundable tuition deposit/enrolment fee

*You may submit the above documentation through mail, email, or to your desired campus. Please note that space cannot be reserved without a completed enrolment contract, an interview with a program advisor, other required documentation, and a non-refundable tuition deposit/enrolment fee of \$500 + HST, regardless of the chosen payment option.

Payment Options (Current fees are applicable to students commencing the program in the year of 2018)

Upon registration, IHN requires a \$500 non-refundable tuition deposit/enrolment fee. Acceptable methods of payment are Cash, Cheque, Interac, MasterCard, Visa and Money Order. All tuition invoices/receipts are e-mailed, unless requested otherwise. You have one opportunity to change your payment plan in relation to options B through D.

Option A Payment in full on day of registration of \$7,096 + HST (non-refundable tuition deposit/enrolment fee of \$500 + HST included) for the complete Full or Part-time diploma programs. This option is not available after the commencement of classes.

Full-Time Program (One Year)

Monday - Thursday, 10:00am - 2:00pm. First installment is due one week before the first day of class.

Option B Deposit due with registration: \$500 + HST
2 installments (5-month intervals): \$3,398.00 + HST

Option C Deposit due with registration: \$500 + HST
3 installments (4-month intervals): \$2,298.67 + HST

Part-Time Program (Up to 2.5 Years)

Daytime program is either Monday/Wednesday or Tuesday/Thursday from 10:00am - 2:00pm (Approximately 2.5 Years).

Evening program - Monday and Thursday evenings from 6:00pm - 9:30pm (2 Years). First installment is due one week before the first day of class.

Option B Deposit due with registration: \$500 + HST
3 installments (6-month intervals): \$2,282.00 + HST

Option C Deposit due with registration: \$500 + HST
4 installments (5-month intervals): \$1,736.50 + HST

For **Option D**, per course payments, please view page 5 or ask a Program Advisor at your desired campus. A change of payment plan D is permitted within the first 6 months. Payment plan D can only be changed to payment plan B or C. First payment is due one week before the first day of class.

Course Exemptions

Official transcripts must be submitted before the commencement of the program in order for a tuition reduction to be processed for exemptions granted. Official transcripts submitted after the commencement of the program will receive consideration for course exemption but will receive NO tuition credit.

Fees

Tuition Fees	CAN\$	6596.00	+HST
Non-refundable tuition deposit/enrolment fee	CAN\$	500.00	+HST
Payment Plan Administration Fees			
Option B Full-Time Administration Fee	CAN\$	200.00	+HST
Option C Full-Time Administration Fee	CAN\$	300.00	+HST
Option B Part-Time Administration Fee	CAN\$	250.00	+HST
Option C Part-Time Administration Fee	CAN\$	350.00	+HST
Textbooks and Course Notes (prices subject to change)	CAN\$	1500.00	+GST
International Student Fee (non-refundable)	CAN\$	500.00	+HST
Optional Fees			
Additional transcripts (transcript received upon graduation is complimentary)	CAN\$	25.00	+HST
Returned cheque(s) results in an NSF charge	CAN\$	20.00	+HST
Out of Province Campus Transfer Fee	CAN\$	250.00	+HST
Course Grade Resolution Dispute	CAN\$	50.00	+HST
Reprinting of official Diploma and/or CNP Certification documents	CAN\$	40.00	+HST
Mailing of official documents	CAN\$	20.00	+HST

- Books may be purchased on a course-by-course basis and are supplied at a discount through IHN
- If a student wishes to receive paper invoices, a charge of \$10 + HST 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 or before the first class of the course
- Incomplete courses (dropping out of a course after the 30 percent mark) will be subject to full charges of the current course price on or before 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
- All academic and financial obligations must be met before grade reports, transcripts, certificates and diplomas are issued and/or released
- For refund requests, a 5% charge of the refunded amount will be levied if the original credit card is no longer valid.

Consent to Use of Personal Information

I, _____, allow The Institute of Holistic Nutrition to use my name, address, telephone number, e-mail address and other contact information and:

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

I understand that I can refuse to sign this consent form and that I can withdraw my consent at any time for future uses of my personal information by writing to info@instituteofholisticnutrition.com

(Name of Student)

(Signature of Student)

Date

Withdrawal and Refund Policy

Please note: All refunds will be processed as per original form of payment. If original Credit Card is not available, refund by a cheque will be issued with a charge of 5% of the refunded amount.

Full Refunds

The Institute of Holistic Nutrition shall refund all of the fees paid by a student within 30 days under a contract for the provision of a vocational program in the following circumstances:

1. The contract is rescinded by a student within two days of signing a contract
2. The Institute of Holistic Nutrition discontinues the vocational program before the student completes the program, unless the discontinuance of the program coincides with The Institute of Holistic Nutrition ceasing to operate
3. The Institute of Holistic Nutrition expels the student from the college in a manner or for reasons that are contrary to the school's expulsion policy

A refund is not payable unless a student delivers a written demand to The Institute of Holistic Nutrition at the address shown on the contract.

Full refund of books purchased from The Institute of Holistic Nutrition applies if returned to the original campus of purchase within 10 days of the students' withdrawal or expulsion from the program, and unopened or in the same state when supplied.

Partial Refunds

A portion of the tuition fees may be refunded if the school receives written notice of withdrawal postmarked before the applicable deadline. Failure to attend class does not constitute an automatic withdrawal. Processing of refunds requires 30 days.

Partial Refunds Before Commencement of a Program

- A student withdrawing from the program before it begins would be entitled to receive a full refund of fees paid for the program minus the non-refundable tuition deposit/enrolment fee of \$500 + HST
- If a student does not attend a program during the first 14 days, The Institute of Holistic Nutrition can give the student a written notice that is cancelling the contract. In such case, the student is entitled to receive a full refund of fees paid for the program minus the non-refundable tuition deposit/enrolment fee of \$500 + HST

Partial Refunds After Commencement of a Program

- A student would be entitled to a partial refund if they withdraw or have been expelled before half of the total number of hours are delivered
- The amount of the refund that The Institute of Holistic Nutrition shall give a student shall be equal to the full amount of the fees paid in respect of the program less,
 - a) the \$500 + HST non-refundable tuition deposit/enrolment fee; and
 - b) a portion of the fees in respect of the program/course that is proportional to the number of hours of instruction that have elapsed at the time of the withdrawal or expulsion

For Payment Plan Option D only, a student withdrawing from a specific course within the program before 30% of the total number of hours are delivered will be granted full refund of a course fee when the school receives a written notice of withdrawal from the course postmarked before the applicable deadline.

Additional Considerations:

- The non-refundable registration deposit of \$500 + HST is valid up to one year, after which time the registration is null and void
- Upon program commencement, the deposit and tuition paid to date is valid up to five years from the program withdrawal date and may be used towards the regular diploma program only
- If an individual withdraws, or does not pursue enrolment into courses, for over a period of five years, all Nutrition-related courses must be retaken due to the current nature of the course material
- An individual has up to ten years to complete the program from the initial start date

COURSE BREAKDOWN AND INDIVIDUAL COURSE PRICE LIST

Effective for Courses Commencing in the January 2018 Semester
(HST must be added to all prices)

OPTION D

Payment of tuition on a course-by-course basis. This option is available to all Full-time and Part-time students. Payments are due on or prior to the first day of class. The course fees are subject to annual price increases, with the student paying the most current fee for a course. Please see below for individual course fees, which are effective for courses commencing January 2018.

Course	Description	Credit Value	Session	Length	Total Hours	Price
FN001	Nutrition & Health: The Fundamentals	12	14 sess.	7 weeks	49	\$520
BC001	Biological Chemistry	07	8 sess.	4 weeks	28	\$390
HAP01	Human Anatomy & Physiology <i>Recommended Prereq: BC001</i>	12	14 sess.	7 weeks	49	\$520
AMB02	Ayurveda: Mind/Body Healing	07	8 sess.	4 weeks	28	\$390
NE009	Nutrition & the Environment <i>*Field Trip Included</i>	07	8 sess. <i>+ Field Trip</i>	4 weeks	28 4	\$420
BM002	Body Metabolism <i>Prereq: BC001 & HAP01</i>	07	8 sess.	4 weeks	28	\$390
PHC005	Preventive Health Care <i>Recommended Prereq: FN001</i>	09	10 sess.	5 weeks	35	\$400
NS003	Nutritional Symptomatology Part 1 <i>Prereq: HAP01</i>	09	10 sess.	5 weeks	35	\$410
NS003	Nutritional Symptomatology Part 2 <i>Prereq: NS003: Part 1</i>	10	11 sess.	5.5 weeks	38.5	\$440
NP07	Nutritional Pathology <i>Prereq: HAP01</i>	10	11 sess.	5.5 weeks	38.5	\$440
HFP04	Holistic Food Preparation	05	*3 sess.	3 weeks	18	\$380
HM008	Herbal Medicine <i>*Herb Walk Included</i>	08	9 sess. <i>+ Herb Walk</i>	5 weeks	31.5 3.5	\$410
NR006	Advanced Nutrition Research	06	7 sess.	3.5 weeks	24.5	\$380
PSD01	Professional Skills Development	08	9 sess.	4.5 weeks	31.5	\$390
CD011	Comparative Diets	07	8 sess.	4 weeks	28	\$390
PP001	Professional Practice	08	9 sess.	4.5 weeks	31.5	\$390
NLS010	Nutrition through the Lifespan	07	8 sess.	4 weeks	28	\$390
POD012	The Psychology of Disease	08	9 sess.	4.5 weeks	31.5	\$390
FSN013	Fitness & Sports Nutrition <i>Recommended Prereq: BM002</i>	06	7 sess.	3.5 weeks	24.5	\$360
PP002	Professional Co-op Placement	15		TBA	100	N/C

1 Session = 3.5 hours *HFP04 – 1 session @ 6 hours

713.5 hours

The Institute of Holistic Nutrition, Inc.
18 Wynford Drive, Suite 514, North York, ON M3C 3S2

ENROLLMENT CONTRACT Updated as of October 11 2017

The undersigned person hereby enrolls as a student of The Institute of Holistic Nutrition.

Mr. Miss Mrs. Ms.

Student Last Name _____ Student First Name and Middle Name _____

Student Local Mailing Address Street Name and Number _____ City _____ Province _____ Postal Code _____

Student Telephone Number _____ Cell Phone Number _____ E-Mail Address _____

Student Permanent Address Street Name and Number _____ City _____ Province/State _____ Postal Code _____

Country _____ Telephone Number _____ Where did you hear about IHN? _____

International Student Yes No Emergency Name / Relationship / Contact # _____

Secondary School Attended _____ City, Province, and Last Year Attended _____ Diploma/Certificate _____

Post-Secondary School Attended _____ City, Province, and Last Year Attended _____ Degree/Diploma/Certificate _____

Program Information

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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 2.5 year program.
 January 201Y Program ends December 201Y | **September 201Y** Program ends December 201Y

Class Schedule & 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 (Please check) Tuesday & Thursday	<input type="checkbox"/> 10am – 2pm <input type="checkbox"/> 10am – 2pm	OPTION: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D OPTION: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D

Please fill in if applicable

I authorize IHN to automatically charge my credit card provided below to process payment(s) of my tuition installment(s) when due.

Credit Card Number _____ Expiry Date ____ / ____ VISA MASTERCARD

Name on Card: _____ Signature: _____ Date: _____ (MM/DD/YY)

Acknowledgement

I, _____, acknowledge that I have received a copy of:

- The Institute of Holistic Nutrition's Fee Refund Policy
- The Consent to Use of Personal Information
- The Payment Schedule
- The Institute of Holistic Nutrition's Student Complaint Procedure*
- The Institute of Holistic Nutrition's Policy Relating to the Expulsion of Students*
- Sexual Violence Policy
- Graduation Eligibility Policy
- Statement of Students' Rights and Responsibilities Reference

(Signature of Student)

Date _____

The Institute of Holistic Nutrition does not guarantee employment for any student who successfully completes a vocational program offered by The Institute of Holistic Nutrition.

It is understood that fees are payable in accordance with the fees specified in this Enrolment Contract and all payments of fees shall become due forthwith upon a statement of accounting being rendered. The Institute of Holistic Nutrition reserves the right to cancel this Enrolment Contract if the undersigned student does not attend classes during the first 14 days of the program begins.

I certify that I have read, understood and have received a copy of this Enrolment Contract.

The undersigned student hereby undertakes and agrees to pay, or see to payment of, the fees specified in this Enrolment Contract in accordance with the terms of this Enrolment Contract.

(Signature of Student)

Date _____

The Institute of Holistic Nutrition agrees to supply program to the above named student upon the terms herein mentioned. The Institute of Holistic Nutrition may cancel this Enrolment Contract if the above named student does not meet the admission requirements of Applied Holistic Nutrition before the program begins.

(Signature of Admission Officer, Registrar, Agent)

Date _____

OFFICE USE ONLY

Registration Status:	<input type="checkbox"/> Accepted	<input type="checkbox"/> Denied	<input type="checkbox"/> Pending – due to:	<input type="checkbox"/> Applicant Copy <input type="checkbox"/> Deposit Received
Registered Campus:	<input type="checkbox"/> North York (Toronto) Campus <input type="checkbox"/> Mississauga Campus <input type="checkbox"/> Ottawa Campus			
Student Number:				
Change of Name:				Date: