



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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Mississauga Campus

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Mississauga, ON L5B 1M3
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Ottawa Campus

1547 Merivale Road, Suite 430
Nepean, ON K2G 4V3
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Program Information - Applied Holistic Nutrition program

The **Applied Holistic Nutrition** program provides a Diploma upon graduation and a Certified Nutritional Practitioner (CNP) certification. There are 564.5 in-class hours and a mandatory 140 hour co-op placement

- Part-time Day-Time Applied Holistic Nutrition program lasting 28 months
- Part-time Evening Applied Holistic Nutrition program lasting 22 months

Language of Instruction is English

Admission Requirements

To be eligible for entry, applicants must provide prior to commencement of program:

- Ontario Secondary School Diploma (O.S.S.D.) **OR** Canadian Adult Achievement Test-Level D is required. (CAAT-Level D) **OR** British Columbia Certificate of Graduation or their equivalent **OR** Post-secondary documentation
- Completed IHN Enrollment Contract
- An autobiography (2-3 pages typed and doubled-spaced about yourself and your interest in this field)
- A current resume
- In-person interview (online video call or phone interviews are accepted for International applicants only)
- Canadian Citizenship **OR** Permanent Residency **OR** Valid Student Study Visa
- English Language Proficiency, when necessary
- Non-refundable tuition deposit/enrollment 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 enrollment contract, an interview with a program advisor, other required documentation, and a non-refundable tuition deposit/enrollment fee of CAN \$500 + HST, regardless of the chosen payment option.

Payment Schedule Options (Current fees are applicable to students commencing the program in the year of 2019)

Upon registration, IHN requires a CAN \$500 + HST non-refundable tuition deposit/enrollment 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 of CAN \$7,296.00 + HST is required on day of registration for the complete Part-time diploma programs. This option is not available after the commencement of classes.

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): \$2,348.67 + HST

Option C Deposit due with registration: \$500 + HST
4 installments (5-month intervals): \$1,786.50 + HST

Option D Payment of tuition on a course-by-course basis is due on or prior to the first day of class. Please view IHN's website, or ask a Program Advisor at your desired campus for details. The course fees are subject to annual price increases, with the student paying the most current fee for a course. A change of payment plan D is permitted within the first 6 months and can only be changed to payment plan B or C.

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 or request for exemption after the student commencement of the program will receive consideration for course exemption but will receive NO tuition credit.

ENROLLMENT CONTRACT – Applied Holistic Nutrition Program

This Enrollment Contract is subject to the *Private Career Colleges Act, 2005* and the regulations made under the Act

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 _____ Date of Birth MM/DD/YYYY _____ 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

The *Applied Holistic Nutrition* program provides a Diploma upon graduation and a Certified Nutritional Practitioner (CNP) certification. There are 564.5 in-class hours and a 140 Co-Op Placement totaling 704.5 program hours, with part-time evening program lasting 2 years and part-time daytime program lasting up to 2.5 years.

Location of Study: North York (Toronto) Campus Mississauga Campus Ottawa Campus

Location of Practicum: N/A _____

Language of Instruction: English Other _____

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

September 201Y Program ends July 202Y

Part-Time Daytime – Commences in January and September annually. Approximately 2.5 year program.

January 202Y Program ends December 202Y | **September 201Y** Program ends December 202Y

Class Schedule & Payment Options

PART-TIME EVENING: Monday & Thursday 6pm -9:30pm OPTION: A B C D

PART-TIME DAYTIME: Monday & Wednesday 10am – 2pm OPTION: A B C D

(Please Check) Tuesday & Thursday 10am – 2pm OPTION: A B C 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), mandatory digital course notes or other materials associated with program when due;

CREDIT CARD NUMBER _____ EXPIRY DATE ____/____ CVV No. ____ VISA MASTERCARD
Name on Card: _____ Signature _____ Date: _____ (MM/DD/YY)

Tuition Fees			
Tuition	CAN\$	6796.00	+ HST
Non-refundable tuition deposit/enrollment Fee	CAN\$	500.00	+ HST
<i>(Total Tuition + Deposit = CDN \$7,296.00 + HST)</i>			
Payment Plan Fees			
Payment Plan Administration Fees			
Option B Part-Time Administration Fee	CAN\$	250.00	+ HST
Option C Part-Time Administration Fee	CAN\$	350.00	+ HST
Textbooks (prices subject to change)	CAN\$	1222.59	+ GST
<input type="checkbox"/> Mandatory Digital course notes fee <i>Non-Refundable upon commencement of program</i> <i>*Due with the first installment. This fee includes course notes for the complete diploma program*</i>	CAN\$	190.00	+ GST
International Student Fee (non-refundable)	CAN\$	2,500.00	+ 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
Course Re-take Fee	CAN\$	520.00	+ HST
Payment Plan Administrative Fee ranges from: \$200-\$350 depending on option	CAN\$	350.00	+ HST

- Books may be purchased on a course-by-course basis and are supplied at a discount through IHN
- 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 where the original credit card is no longer valid a 5% charge of the refunded amount will be levied.

Additional Considerations

- The non-refundable registration deposit of **CAN \$500 + HST** is valid up to one year, after which time the registration is null and void
 - Upon program commencement, the deposit, administrative fees, 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 enrollment 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 five years to complete the program from the initial start date
- I certify that I have read, understood the **Additional Considerations** section above;

Date _____

(Signature of Student)

Consent to Use of Personal Information

Private career colleges (PCCs) must be registered under the Private Career Colleges Act, 2005, which is administered by the Superintendent of Private Career Colleges. The Act protect students by requiring PCCs to follow specific rules on, for example, fee refunds, training completions if the PCC closes, qualifications of instructors, access to transcripts and advertising. It also requires PCCs to publish and meet certain performance objectives that may be required by the Superintendent for their vocational programs. This information may be used by other students when they are deciding where to obtain their training. The consent set out below will help the Superintendent to ensure that current and future students receive the protection provided by the Act.

I, _____, allow The Institute of Holistic Nutrition to give my name, address, telephone number, e-mail address and other contact information to the Superintendent of Private Career Colleges for the purposes checked below:

- To advise me of my rights under the *Private Career Colleges Act, 2005* including my rights to a refund of fees, access to transcripts and a formal student complaint procedure;
- To collect information on the performance of The Institute of Holistic Nutrition, for example, the percentage of students who graduate from programs and the percentage of graduates who find employment; and
- To determine whether The Institute of Holistic Nutrition has met the performance objectives required by the Superintendent for its vocational programs.
- 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. I understand that if I refuse or withdraw my consent the Superintendent may not be able to contact me to inform me of my rights under the Act or collect information to help potential students make informed decisions about their educational choices.

(Name of Student)

(Signature of Student)

Date

Acknowledgement

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

- The Consent to Use of Personal Information
- The Payment Schedule
- Graduation Eligibility Policy
- ADDENDUM A** - The Statement of Students' Rights and Responsibilities Issued by the Superintendent of Private Career Colleges
- ADDENDUM B** - The College's Fee Refund Policy
- ADDENDUM C** - The College's Student Complaint Procedure
- ADDENDUM D** - The College's Policy Relating to the Expulsion of Students
- ADDENDUM E** - The College's Sexual Violence Policy

_____ Date _____
 (Signature of Student)

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 Enrollment 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 Enrollment Contract if the undersigned student does not attend classes during the first 14 days of the program begins. **For information regarding cancellation of this Enrollment Contract and refunds of fees paid, see sections 25 to 33 of O. Reg. 415/06 made under the *Private Career Colleges Act, 2005*.**

Every student is entitled to a copy of the signed contract immediately after it is signed as per, O. Reg. 415/06, S.20 (1); O. Reg. 132/16, s. 2; O. Reg. 466/16, s. 8 (1, 2)

- I certify that I have read, understood and have received a copy of this Enrollment Contract.**

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

_____ Date _____
 (Signature of Student)

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 Enrollment Contract if the above named student does not meet the admission requirements of Applied Holistic Nutrition before the program begins.

_____ Date _____
 (Signature of Admission Officer, Registrar, Agent)

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:		