The Institute of Holistic Nutrition

Applied Holistic Nutrition – Diploma Program
Student Enrolment Contract
Full Time Program

7650329 Canada Inc.

The Institute of Holistic Nutrition - Vancouver Campus

604 West Broadway, Suite 300, Vancouver, BC V5Z 1G1

T: 604.558.4000 E: vancouver@instituteofholisticnutrition.com

The Institute of Holistic Nutrition is designated by the Private Training Institutions Branch & the Education Quality Assurance

STUDENT INFORMATION

Last Name	First Name & Middle Name
Usual First Name	Personal Education Number (if available)
Mailing Address	
Mailing Address in Canada (if available and different from above)	
Student Telephone Number	Student Email Address / Emergency Name / Relationship / Contact #

English as a Second Language ☐ Yes ☐ No

Date of Birth: M M D D Y Y Y Y

Gender ☐Male ☐Female

Where did you hear about IHN: _____

PROGRAM INFORMATION

Applied Holistic Nutrition Program Title	**Winter Intake**	**Fall Intake**
704.5 Hours of Instruction during Contract Term	☐ Start: **January 1, 202Y** End: **Febuary 15, 202Y** Contract Start/End Date	☐ Start: **September 1, 202Y** End: **December 20, 202Y** Contract End Date
44 weeks Program Duration in Weeks	☐ *Contract extension to :* *Initial re: extension*_____ _____	☐ *Contract extension to :* *Initial re: extension*_____ _____

Credential Issued on Graduation ✓ Diploma

Program Delivery Method (select all that apply) ✓ In-class

Language of Instruction: **English**

PROGRAM OUTLINE

The *Applied Holistic Nutrition* program provides a Diploma upon graduation and a Certified Nutritional Practitioner (CNP) certification. There are 704.5 program hours, including 564.5 in-class hours and 140 Work Experience hours, with the full-time program lasting 11 months (approx. 44 weeks); and the part-time program lasting approximately 22 months, approx. 88 weeks The program is taught predominantly in-class, with field trips held off-site. The program is taught in English.

PROGRAM ADMISSION REQUIREMENTS

To be eligible for entry, applicants must provide official documentation of completion of the following:

- British Columbia Certificate of High School Graduation or its equivalent **or** Post-secondary education
- Completed IHN enrolment contract
- An autobiography – 2 to 3 pages, typed and double-spaced about yourself and your interest in the Holistic Nutrition field.
- A current resume
- In-person application Interview with a Program Advisor (must take place prior to offer of acceptance and registration)
- Canadian Citizenship ***or*** Permanent Residency
- English Language Proficiency (must be demonstrated when English has been identified as a second language)

Program admission requirements may not be waived by the student or the institution.

WORK EXPERIENCE

- Requirements for participation: Prior to commencing Work Experience (WE) Practicum, the student must attend a WE Info Group Session. WE Info Group Sessions take place in the student's final semester of study. The student must apply directly to, and be accepted by the WE host organization / Practicum Employer Partner (PEP)
- Estimate of the costs to complete: The cost is included in tuition. The student will be responsible for any transportation costs associate with their practicum
- Geographic area or region of the province where the work experience component will be provided: Placements are commonly in the Vancouver area, though some opportunities extend beyond
- Date(s) on which Work Experience is intended to be provided: Date and times will be agreed upon by the host and student in the WE agreements
- Number of Work Experience hours: 140 hours

PROGRAM COSTS

Total tuition payable during contract term	$ 7,650.00
Registration & Assessment Fee (non-refundable, due upon registration)	$ 500.00
Digital Course Notes Fee (non-refundable, due with first installment)	$ 190.00
Textbooks (prices subject to change; prices excluding tax)	$ 1,120.00
TOTAL PROGRAM COSTS	**$ 9,460.00**

ADDITIONAL FEES

- A transfer fee of $250.00+GST applies for all students transferring between provinces
- A re-contracting fee of $250+GST applies for any student returning from a Leave of Absence greater than twelve months
- Course Grade Resolution Dispute is $50+GST
- Reprinting of official Diploma -or- CNP Certificate document is $40.00+GST
- Additional transcripts are $25.00+GST. Transcripts received upon graduation is complementary
- Returned cheque(s) results in an NSF charge of $20.00+GST
- If a student wishes to receive paper invoices, a charge of $10.00+GST per academic year will apply
- For the mailing of official documents, there is a charge of $20.00+GST within Canada. Fees vary for international mailing
- Students must pay to retake any failed course. Full charges of current course price will apply and due at time of registration
- If a student wishes to retake a course already 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

TUITION POLICY

- Tuition Payment Plan Option must be selected at time of registration *(see payment terms on next page)*
- After contract has been signed, students may only make a Tuition Payment Plan Option change *once* without penalty
- Any additional Tuition Payment Plan Option changes must be in writing, and will incur a charge of $50+GST
- No refunds are issued upon Payment Plan Option changes

PAYMENT TERMS

Method of payment: ☐ Cash ☐ Cheque ☐ Credit Card ☐ Other:

Upon registration, IHN requires a $500 non-refundable Registration & Assessment Fee. Acceptable methods of payment are Cash, Cheque, Interac, Mastercard, Visa and Money Order. All tuition invoices/receipts are available on IHN's Student Portal, unless requested otherwise. All tuition and other fees are due in Canadian Dollars.

Full-Time Program (One Year)
Monday - Thursday, 10:00am - 2:00pm. Field trips, Holistic Food Preparation course and Work Experience hours are completed outside of regularly scheduled class hours.

First installment for options B or C are due one week prior to the first day of class.
Registration & Assessment Fee and Digital Course Notes Fee are in addition to the following payment options:

☐ **Option A – Advance payment in full of $7,650.00**
☐ **Option B – 2 installments (5-month intervals): $3,825.00 + $200 Plan Fee due with 1st installment**
☐ **Option C – 3 installments (4-month intervals): $2,550.00 + $300 Plan Fee due with 1st installment**
☐ **Option D**, per course payments, please view IHN's website, or ask a Program Advisor at your desired campus
Current fees are guaranteed until January 1, 2024, at which time fees are subject to change

CREDIT CARD NUMBER_____NAME ON CARD _____

EXP DATE_____/_____ | CVV #_____

Do you authorize IHN to automatically charge the credit card number on file when a payment is due? ☐ Y ☐ N _____

The student is responsible for paying on time, including updating expired credit card. *(initial)*

Missed payments subject to 2.5% per week interest._____(initial)

REFUND POLICY

1. If the institution receives tuition from the student, or a person on behalf of the student, the institution will refund the student, or the person who paid on behalf of the student, the tuition that was paid in relation to the program in which the student is enrolled if:
    (a) the institution receives a notice of withdrawal from the student no later than seven days after the effective contract date and before the contract start date;
    (b) the student, or the student's parent or legal guardian, signs the student enrolment contract seven days or less before the contract start date and the institution receives a notice of withdrawal from the student between the date the student, or the student's parent or legal guardian, signed the student enrolment contract and the contract start date; or
    (c) the student does not attend a Work Experience component and the institution does not provide all of the hours of instruction of the work experience component within 30 days of the contract end date.
2. The institution will refund the tuition for the program and all related fees paid by the student or a person on behalf of the student enrolled in the program if the student is enrolled in the program without having met the admission requirements and did not misrepresent his or her knowledge or skills when applying for admission.
3. If a student does not attend any of the first 30% of the hours of instruction to be provided during the contract term, the institution may retain up to 50% of the tuition paid under the student enrolment contract unless the program is provided solely through distance education.
4. Unless the program is provided solely through distance education, if the institution receives a notice of withdrawal from a student:
    (a) more than seven days after the student and institution signed the enrolment contract and
        i. at least 30 days before the Program start date, the institution may retain up to 10% of the tuition due under the student enrolment contract, to a maximum of $1,000.
        ii. less than 30 days before the Program start date, the institution may retain up to 20% of the tuition due under the student enrolment contract, to a maximum of $1,300.

COURSE BREAKDOWN AND INDIVIDUAL COURSE PRICE LIST

Effective for Courses Commencing in the year of 2024

OPTION D

Payment of tuition on a course-by-course basis. This option is available to all Full-time and Part-time domestic students. Payments are due one week 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 in the year of 2024.

Course	Description	Credit Value	Session	Length	Total Hours	Price
FN001	Nutrition & Health: The Fundamentals	12	12 sess.	6 weeks	42	$647
BC001	Biological Chemistry	07	8 sess.	4 weeks	28	$432
HAP01	Human Anatomy & Physiology *Recommended Prereq: BC001*	12	12 sess.	6 weeks	42	$647
AMB02	Ayurveda: Mind/Body Healing	07	7 sess.	3.5 weeks	24.5	$376
NE009	Nutrition & the Environment *Field Trip Included*	07	8 sess. *+ Field Trip*	4 weeks	28 *4*	$492
BM002	Body Metabolism *Prereq: BC001 & HAP01*	07	8 sess.	4 weeks	28	$432
PHC005	Preventive Health Care *Recommended Prereq: FN001*	09	8 sess.	4 weeks	28	$432
NS003	Nutritional Symptomatology Part 1 *Prereq: HAP01*	09	10 sess.	5 weeks	35	$539
NS003	Nutritional Symptomatology Part 2 *Prereq: NS003: Part 1*	10	10 sess.	5 weeks	35	$539
NP07	Nutritional Pathology *Prereq: HAP01*	10	9 sess.	4.5 weeks	31.5	$485
HFP04	Holistic Food Preparation	05	*3 sess.	3 weeks	18	$399
HM008	Herbal Medicine *Herb Walk Included*	08	9 sess. *+ Herb Walk*	5 weeks	31.5 *3.5*	$539
NR006	Advanced Nutrition Research	06	6 sess.	3 weeks	21	$323
PSD01	Professional Skills Development	08	8 sess.	4 weeks	28	$432
CD011	Comparative Diets	07	7 sess.	3.5 weeks	24.5	$376
PP001	Professional Practice	08	9 sess.	4.5 weeks	31.5	$485
NLS010	Nutrition through the Lifespan	07	8 sess.	4 weeks	28	$432
POD012	The Psychology of Disease	08	8 sess.	4 weeks	28	$432
FSN013	Fitness & Sports Nutrition *Recommended Prereq: BM002*	06	7 sess.	3.5 weeks	24.5	$376
PP002	Professional Co-op/WE Practicum	15		TBA	140	N/C

1 Session = 3.5 hours ***HFP04 – 1 session @ 6 hours** **704.5 hours**

(b) after the Program start date

i. but up to and including 10% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 30% of the tuition due under the student enrolment contract.

ii. and more than 10% but less than 30% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 50% of the tuition due under the student enrolment contract.

5. Unless the program is provided solely through distance education, if the institution provides a notice of dismissal to a student and the date the institution delivers the notice to the student is:
   (a) Up to and including 10% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 30% of the tuition due under the student enrolment contract.
   (b) More than 10% but less than 30% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 50% of the tuition due under the student enrolment contract.
6. If the institution provides the program solely through distance education and the institution receives a student's notice of withdrawal or the institution delivers a notice of dismissal to the student and:
   (a) the student has completed and received an evaluation of his or her performance for at least 30% of the hours of instruction to be provided during the contract term, the institution may retain up to 30% of the tuition due under the student enrolment contract, or
   (b) the student has completed and received an evaluation of his or her performance for more than 30% but less than 50% of the program, the institution may retain up to 50% of the tuition due under the student enrolment contract.
7. The institution will refund fees charged for course materials paid for but not received if the student provides a notice of withdrawal to the institution or the institution provides a notice of dismissal to the student.
8. Refunds required under this policy will be paid to the student, or a person who paid the tuition or fees on behalf of the student, within 30 days:
   (a) of the date the institution receives a student's notice of withdrawal,
   (b) of the date the institution provides a notice of dismissal to the student,
   (c) of the date that the registrar provides notice to the institution that the institution is not complying with section 1(c) or 2 of this policy, or
   (d) after the first 30% of the hours of instruction if section 3 of this policy applies.
9. If an international student delivers a copy of a refusal of a study permit to the institution, sections 1(a), 1(b), 4, 7, and 8 of this policy apply as if the copy of the refusal were a notice of withdrawal, unless:
   (a) the international student requests an additional letter of acceptance for the same program that was the subject of the refusal of a study permit, or
   (b) the program is provided solely through distance education.

PRIVATE TRAINING INSTITUTIONS BRANCH

Tel. (604) 569-0033 or 1-800-661-7441
Fax. (778) 945-0606
www.privatetraininginstitutions.gov.bc.ca
PTI@gov.bc.ca

Please be advised that under section 61 of the Private Training Act, the Program Advisor is authorized to collect, use and disclose personal information in accordance with the Program Advisor's regulatory duties under that Act. Accordingly, this institution is authorized to disclose your personal information to the Program Advisor for regulatory purposes.

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.	
Student Signature	Date Signed

STUDENT DECLARATION	
I DECLARE THAT: · I have read, understood, and agreed to the terms and conditions of this enrolment contract · I have read, understood and agreed to school policies including: Tuition and Fee Refund Policy, Dispute Resolution Policy, Grade Appeal Policy, Withdraw Policy, Dismissal Policy, Admissions Policy, Work Experience Policy, Prior Learning Assessment Policy (if applicable), Language Proficiency Policy (if applicable), Credit Transfer Policy (if applicable), Attendance Policy, and Program Outline · 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).* This contract is legally binding once signed by the student and accepted by the institution.	
Student Signature	Date Signed
Signature of Parent or Legal Guardian (if required)	Date Signed

INSTITUTION SIGNATURE	
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.	
Signature of Institution Representative	Date Signed

The Institute of Holistic Nutrition
THE INDUSTRY LEADER IN TRAINING
NUTRITION PROFESSIONALS
Established 1996

IHN Course Notes Copyright and User Agreement

The Institute of Holistic Nutrition (IHN) has transitioned to digital course notes which benefits students in the following ways:

- A significant decrease in the overall cost of required course material (Originally $490.50, now $190.00 CAD)
- Lessen the environmental impacts of printing hard copies of course notes.
- Ability to download and print only portions of notes that are required by students.

USER EXPECTATIONS: I,_____acknowledge, understand and agree to the following terms:

- I acknowledge that the "IHN Course Notes" is protected under copyright laws. Reproduction and/or distribution of the IHN Course Notes without written permission of IHN is prohibited.
- I acknowledge that the material contained within IHN Course Notes, (both print and digital versions), is proprietary to The Institute of Holistic Nutrition (IHN).
- I agree to not make copies, (digital or otherwise), and that no part of the IHN Course Notes publication may be reproduced, distributed, or transmitted in any form or by any means, including photocopying, recording, or other electronic or mechanical methods, without the prior written permission of IHN, except in the case of brief quotations embodied in critical reviews and certain other non-commercial uses permitted by copyright law.
- I will make payment for the purchase of the IHN Course Notes on the date that I pay my first tuition installment.

☑ I certify that I have read, understood, and agree to the terms above;

_____	_____	_____
Student Name	Student Signature	Date

The Institute of Holistic Nutrition
THE INDUSTRY LEADER IN TRAINING NUTRITION PROFESSIONALS
Established 1996

BRITISH COLUMBIA Private Training Institutions Branch

Student Statement of Rights

The Institute of Holistic Nutrition is certified with the Private Training Institutions Branch (PTIB) of the British Columbia Ministry of Advanced Education and Skills Training.

Before you enrol at a certified private training institution, you should be aware of your rights and responsibilities.

You have the right to be treated **fairly** and **respectfully** by the institution.

You have the right to a **student enrolment contract** that includes the following information:

- amount of tuition and any additional fee for your program
- refund policy
- if your program includes a work experience, the requirements to participate in the work experience and the geographic area where it will be provided
- whether the program was approved by PTIB or does not require approval.

Make sure you read the contract before signing. The institution must provide you with a signed copy.

You have the right to access the institution's **dispute resolution process** and to be **protected against retaliation** for making a complaint.

You have the right to make a **claim** to PTIB for a **tuition refund** if:

- your institution ceased to hold a certificate before you completed an approved program
- you were misled about a significant aspect of your approved program.

You must file the claim within **one year** of completing, being dismissed or withdrawing from your program.

For more information about PTIB and how to be an informed student, go to:
http://www.privatetraininginstitutions.gov.bc.ca/students/be-an-informed-student.