

# STUDENT ENROLMENT CONTRACT



Canadian School of Natural Nutrition  
TEACHING THE MEDICINE OF THE FUTURE™

## CANADIAN SCHOOL of NATURAL NUTRITION

Legal Name: Western Holistic Health Inc.  
#100 – 2245 West Broadway, Vancouver, B.C. V6K 2E4  
Ph: 604-730-5611 Email: [van@csnn.ca](mailto:van@csnn.ca)  
[www.csnn.ca](http://www.csnn.ca)

THIS INSTITUTION HOLDS A DESIGNATION  
CERTIFICATE FROM THE PRIVATE TRAINING  
INSTITUTIONS BRANCH

STUDENT NUMBER (for Office use only):

2-YEAR PROGRAM SELECTION for Fall 2019

FRIDAY 2-YEAR DAY GROUP

Student Contract for Year 2 of 2-Year Program

## STUDENT INFORMATION

Legal Last Name	Legal First Name and Middle Name(s)
Usual First Name	British Columbia Personal Education Number (PEN), if available
Permanent Mailing Address (including postal code)	
Phone Number	Email Address
Date of birth (YYYY/MM/DD)	Gender: _____ Pronoun Preference (optional): _____
<input type="checkbox"/> Domestic Student (Canadian citizen) <input type="checkbox"/> Permanent Resident Citizenship: _____	

## VOLUNTARY DISCLOSURE

You may voluntarily provide the personal information listed below:

Do you have a long-term physical or mental health condition that limits the kind of activity that you can perform on a daily basis?  Yes  No

Do you identify yourself as an Aboriginal person, that is, First Nations, Métis, or Inuit?  Yes  No

If you answered "yes", please indicate if you are:  First Nations  Métis  Inuit

## PROGRAM INFORMATION

(dates shown as YYYY/MM/DD \*plus additional Corequisite Schedule):

Year 1: Friday 2-Year Day Group (9:30 a.m. to 1 p.m.\*) ~ Start Date-End Date: 2019-09-06 – 2020-07-31

Year 2: Friday 2-Year Day Group (9:30 a.m. to 1 p.m.\*) ~ Start Date-End Date: 2020-09-04 – 2021-08-20

Program Title (as recorded with PTIB): **NATURAL NUTRITION DIPLOMA PROGRAM**

Hours of Instruction during Contract Term: Duration: 208.5 Hours approx. (Total program hours over 2 years: 417 hours)

Program Duration in Weeks: 45 weeks (excluding breaks)

Credential Issued on Graduation: Diploma

Program Delivery Method: On-Site

Language of Instruction: ENGLISH

Required course materials may be purchased from the institution or the student may source and purchase their textbooks. A book list will be provided to the student upon registration.

## PROGRAM ADMISSION REQUIREMENTS

All applicants for admission must meet the following criteria: 19 years of age or older; completed B.C. high school graduation in any program or the equivalent in another school system or passed the General Education Development (GED) test or successfully completed a post secondary academic, business, health care, or nutritional science program leading to a diploma or degree and provide copy of transcript (if transcripts are not in English, they must be translated by an official translator and the translated copy submitted along with the original); provide a copy of a government issued photo ID (must include birth date); provide a current résumé. An English proficiency assessment may be required if the student did not complete high school or post-secondary education in an English speaking country. A high school level background in sciences or nutrition is highly recommended but is not mandatory. **Program admission requirements may not be waived by the student or the institution.**

## PROGRAM OUTLINE

Career Occupation: CSNN offers a comprehensive program in natural nutrition qualifying graduates for the professional designation Registered Holistic Nutrition™ (R.H.N.). CSNN's holistic approach to natural nutrition provides progressive, hands-on education geared towards achieving optimal health and a lasting career to work in private practice or with other health care professionals to institute preventive health care programs. Graduates have found career opportunities in a variety of sectors including: food industry, natural health centres and spas, fitness centres, sports training centres, chiropractic clinics, health food stores, teaching and education, wellness centres, medical clinics, administration, conference and retreat centres, consulting services, seniors' and retirement homes, home care nursing, and naturopathic clinics.

Learning Objectives: Upon completion of this program the successful student will have a comprehensive overview of the field of holistic nutrition as it relates to whole food nutrition, science, the body-mind-spirit connection, and the environment and competent to educate, guide, and support clients to make empowered health supportive sustainable changes. Students will be able to support the progress of their client's health goals by creating an individualized wellness program which includes the use of whole, nutrient-dense foods; menu plans; natural source supplements, and sustainable lifestyle modifications through:

- i. course work that fosters competence in understanding the role of holistic nutrition
- ii. case study work to create and implement individualized health supportive protocols

Methods of Evaluation: Students are evaluated within each of the 18 courses of the program, which may include a combination of a quiz, test, presentation, in-class demonstration, and or a research project. Throughout the program students submit case studies which are marked using rubrics which reflect the expectations at the respective points in the program. At approximately the midpoint of the program an oral exam presentation is mandatory whereby each student presents one of their volunteer client's cases to an adjudication panel, which are evaluated on case content and presentation skills. At the end of the program students write a cumulative exam set by CSNN Head Office, which includes true/false, multiple choice, short answer essay questions and two written case studies.

Completion Requirements: To graduate a student must have an overall average of 80% and have completed the following requirements, which are weighted as follows:

- 45% 18 courses in program
- 30% final written exam
- 10% oral exam case study presentation
- 15% case studies
- Body-Mind-Spirit Book Report
- Corequisite Classes: attend 75 hours (minimum) of the 93 hours of corequisite classes (including 18 hours of Case Study corequisites, which must include *Case Study: Follow-Up Visit*)

A student's overall average is calculated using a formula with a weighted scale that takes into consideration the amount of hours of each course. All students must meet the above requirements. Prior to writing the final written exam, students must have no outstanding payments (e.g. tuition, textbooks).

Students are expected to finish all requirements within two years, but have a maximum of three years to complete the program or may be subject to new requirements, including course upgrades, additional tuition, and administration fees.

**Homework Hours:** Students can expect to spend approximately 750 hours outside of the classroom on work assignments, case studies, and class preparation throughout the two-year program.

**Program Organization** (for full 2-Year Program)

Title of Course	# of Hours
Fundamentals of Nutrition I	24.5
Fundamentals of Nutrition II	17.5
Anatomy & Physiology	31.5
Nutritional Symptomatology	31.5
Nutritional Literature Research	10.5
Motivational Interview Skills	10.5
Hormone Health	17.5
Body-Mind-Spirit: The Connection to the Mind	17.5
Body-Mind-Spirit: The Connection to the Spirit	17.5
Allergies	17.5
Eco-Nutrition	14
Biochemistry, Genetics & Epigenetics	21
Pathology & Nutrition	24.5
Lifecycle Nutrition: Pediatrics	14
Lifecycle Nutrition: Sports	12
Lifecycle Nutrition: Perspectives on Aging	10.5
Fundamentals of Business	14
Introduction to Home Use of Herbs	14

In addition to the above curriculum courses the program includes corequisite classes, which are designed to give students the opportunity to develop skills essential to their success in the field of nutrition. There are 31, three-hour corequisite classes on a variety of topics from Supplements to Therapeutic Diets to Disordered Eating, including 30 hours of hands-on cooking classes in our state-of-the-art demonstration kitchen. Other learning opportunities that round out the program include an oral exam presentation and a body-mind-spirit book report.

**YEAR 2 PROGRAM COSTS**  
**Program Costs in Canadian dollars (\$CDN)**

Tuition	\$	3,080.00
Kitchen Lab Fee	\$	175.00
Supplies Fee	\$	112.50
Alumni Fee	\$	79.00
Archiving Fee	\$	15.00
GST	\$	10.33
<b>YEAR 2 TOTAL AMOUNT PAYABLE UNDER THIS CONTRACT</b>	\$	<b>3,471.83</b>

PLUS Interest, if applicable (see installment payment plan selection below)

**OPTIONAL TEXTBOOK PURCHASE (for all textbooks) is \$902 plus applicable tax (see separate form).**  
 OR students can elect to source and purchase their textbooks.

**English Assessment Fee is additional and non-refundable (if required) \$250 plus applicable tax**

Other Fees (if required) plus applicable tax: *Please note 'other fees' are subject to change without notice. See 'Student Handbook' for further details.*

NSF cheques \$25	Late tuition payment \$50	Transfer to another group \$50	Transfer to another branch \$100
Put studies on hold \$200	Student Card replacement \$25	Special request letters \$25	Grade Appeal process \$25
Rescheduling a course \$50 (per course)	Rescheduling a corequisite \$50 (per class)		
Makeup Test (3 max.) \$100 each	Case Study Special Dispensation \$50	Custom Scheduling Fee \$300	
Reschedule Oral Exam or Final Written Exam \$200 (per exam)			Tax Receipt Replacement \$25
Reopening a student file after withdrawing from program \$200		Library book late fee \$0.30 per day	

Head Office Services (includes applicable Ontario tax): additional/replacement copy of Diploma (\$25), additional/replacement copy of Transcript (\$10), additional/replacement copy of Culinary Certificate (\$15), replacement copy of R.H.N. card (\$10)

## PAYMENT PLANS

FULL PAYMENT for Year 2 of 2-Year Program: \$3,471.83 due September 4, 2020. Payment received after September 15, 2020, is subject to a late tuition fee of \$50 (plus tax).

Interest Fee: Semi-Annual Payment Plan: \$200 or Monthly Payment Plan: \$350

SEMI-ANNUAL PAYMENT PLAN for Year 2 of 2-Year Program: \$3,671.83 (includes \$200 Interest) due as follows: \$2,131.83 due September 4, 2020; and \$1,540.00 due March 1, 2021. First payment due on September 4, 2020. Payment received after September 15, 2020 is subject to a late tuition fee of \$50 (plus tax). Payment due on March 1, 2021. Payment received after March 15, 2021, will be subject to a late tuition fee of \$50 (plus tax).

MONTHLY PAYMENT PLAN for Year 2 of 2-Year Program: \$3,821.83 (includes \$350 Interest) due as follows: \$1,021.83 due September 4, 2020; then 10 payments of \$280.00 each due on the 1<sup>st</sup> of each month from October 1, 2020 up to and including July 1, 2021. First payment due on September 4, 2020. Payment received after September 15, 2020 is subject to a late tuition fee of \$50 (plus tax). All subsequent payments are due on the 1<sup>st</sup> of the month and if received after the 15<sup>th</sup> of the same month will be subject to a late tuition fee of \$50 (plus tax).

Payment options: cheque, Visa, MasterCard, debit, money order, cash, and e-transfers from a domestic bank account.

## 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) if applicable, 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 effective contract date and

- i. at least 30 days before the contract 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 contract start date, the institution may retain up to 20% of the tuition due under the student enrolment contract, to a maximum of \$1,300.
- (b) after the contract start date
  - i. and 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 after 10% but before 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) equal to or before 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) after 10% but before 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 up to 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**

Phone: 604-569-0033 or 1-800-661-7441/Fax: 778-945-0606/[www.privatetraininginstitutions.gov.bc.ca/](http://www.privatetraininginstitutions.gov.bc.ca/) [PTI@gov.bc.ca](mailto:PTI@gov.bc.ca)

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

## PRIVACY

In adherence with the Canadian Anti-Spam Legislation (CASL) of 2014, we ask for your express consent to include you on emails regarding the Natural Nutrition Diploma Program, courses, school related news and events, and our monthly newsletter. Please tick the box below to confirm your express consent. Note that you may unsubscribe from receiving our emails at any time.

**Yes, I consent to receiving emails as outlined above.**

## STUDENT 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; and I have read, understood and agreed to the institution's following documents and a copy has been provided to me:

- Student Handbook, including: Admission Policy, Attendance Policy, Code of Conduct, Confidentiality & Disclosure, Dismissal Policy, Dispute Resolution Policy, Grade Appeal Policy, English Proficiency Assessment Policy, Refund Policy, Respect and Fair Treatment of Students Policy, and Withdrawal Policy
- Student Guideline Summary
- Brochure

The information provided is true and accurate and I am 19 years of age or older.

I consent to the Institution sharing my personal information with the Ministry of Advanced Education for research purposes and statistical analysis under the authority of sections 6(2)(a) and 10(1)(a) of the Personal Information Protection Act (PIPA).

I consent to the sharing, in accordance with Provincial privacy legislation, of my enrolment and reporting information between the Canadian School of Natural Nutrition and Immigration, Refugees and Citizenship Canada, as necessary, for the purposes of the International Student Program.

Should you have any questions about the collection, disclosure and use of personal information you may contact: Director, Regulation, Private Training Institutions Branch, Governance, Legislation and Strategic Policy Division, Ministry of Advanced Education, 203 – 1155 West Pender Street, Vancouver, BC V6E 2P4 or by telephone at 604-569-0019.

Signature of Student

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 adjustments to the program curriculum and/or delivery.

Signature of Institution Representative

Date Signed

**This contract is legally binding when signed by the student and accepted by the institution.**