

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 Web: www.csnn.ca

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

STUDENT NUMBER (for Office use only):

1-YEAR PROGRAM for FALL 2021 (select one):

TUESDAY/THURSDAY DAY GROUP

WEDNESDAY NIGHT*/SATURDAY DAY GROUP
(*virtual delivery only)

REGISTRATION DEADLINE

FRIDAY, AUGUST 13, 2021 for domestic and permanent resident students

MONDAY, MAY 31, 2021 for international students

(contact us for possible openings if registration deadline has passed)

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): _____ |

Domestic Student (Canadian citizen)

Permanent Resident Citizenship: _____
(provide country of citizenship)

International Student (Student Visa, other Visa/Permit) Citizenship: _____
(provide country of citizenship)

INTERNATIONAL STUDENTS ONLY: Mailing Address (including postal code) & Phone Number in Canada:

Address: _____ Phone Number: _____

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):

Tue/Thu Group (9:30 a.m. to 1 p.m.*) ~ Start Date-End Date: 2021-08-31 – 2022-08-19

Wed/Sat Group (Wed: 6-9:30 p.m./Sat: 9:30 a.m. to 1 p.m.*) ~ Start Date-End Date: 2021-09-01 – 2022-08-19

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

Hours of Instruction during Contract Term: 417 Hours | Program Duration in Weeks: 45 weeks (excluding breaks)

Credential Issued on Graduation: Diploma

PROGRAM DELIVERY METHOD: BLENDED (COMBINATION OF ONSITE AND VIRTUAL EXCEPT WEDNESDAY NIGHT VIRTUAL ONLY)

Language of Instruction: ENGLISH

Required textbooks 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.

Required course materials and technology resources not provided by the institution: students must have either a laptop, iPad, or tablet to use in the classroom; access to a printer and scanner (or a scanner app); a functional email address for receiving class materials; and a valid Gmail account to submit documents virtually. In addition, for virtual classes, students must have a web camera and microphone and a strong/reliable internet connection (and could utilize a desktop computer, if they wish).

PROGRAM ADMISSION REQUIREMENTS

All applicants for admission must meet the following criteria:

- 18 years of age or older (copy of government issued photo ID that includes birth date required for proof of age)
- Original transcript to confirm successful completion of:
 - a B.C. secondary program or the equivalent in another school system; OR
 - A.B.E. (Adult Basic Education) or General Education Development (GED) program; OR
 - post-secondary academic, business, health care, or nutritional science program leading to a diploma or degree.

If transcripts are not in English, they must be translated by an official translator and the translated copy submitted along with the original. An English proficiency assessment may be required if the student did not complete high school or post-secondary education in an English-speaking country.

Mature Student Admission Requirements

An applicant who does not meet the academic admission requirements set out above may apply as a mature student if they meet the following criteria:

- 19 years of age or older (copy of government issued photo ID that includes birth date required for proof of age)
- Submit a 500-word essay (double-spaced in 12-point font) about yourself and your interest in holistic nutrition
- Attend an in-person interview or online video call

An English proficiency assessment may be required.

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 proactive 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, naturopathic clinics, and writing books and articles.

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 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 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
- 25% 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 one year, but have a maximum of two 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.

Program Organization

| Title of Course | # of Hours |
|--------------------------------------------|------------|
| Fundamentals of Nutrition (Part 1) | 24.5 |
| Fundamentals of Nutrition (Part 2) | 17.5 |
| Biochemistry & Epigenetics | 21 |
| 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 Mind Connection | 17.5 |
| Body-Mind-Spirit: The Spirit Connection | 17.5 |
| Allergies | 17.5 |
| Pathology & Nutrition | 24.5 |
| Fundamentals of Business | 14 |
| Lifecycle Nutrition: Pediatrics | 14 |
| Lifecycle Nutrition: Sports | 12 |
| Lifecycle Nutrition: Perspectives on Aging | 10.5 |
| Eco-Nutrition | 14 |
| Introduction to the Practical 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 Restorative Diets to Disordered Eating, including 30 hours of cooking classes.

PROGRAM COSTS

Program Costs in Canadian dollars (\$CDN)

| | | |
|-------------------------------------------------------------|-----------|-----------------|
| Registration Fee: NON-REFUNDABLE due at time of application | \$ | 100.00 |
| Processing Fee: NON-REFUNDABLE due at time of application | \$ | 150.00 |
| Tuition | \$ | 6,160.00 |
| Kitchen Lab Fee (<i>considered "Tuition"</i>) | \$ | 350.00 |
| Alumni Fee | \$ | 79.00 |
| Supplies Fee | \$ | 225.00 |
| Archiving Fee | \$ | 15.00 |
| GST | \$ | 23.45 |
| TOTAL AMOUNT PAYABLE UNDER THIS CONTRACT | \$ | 7,102.45 |

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

OPTIONAL TEXTBOOK PURCHASE (for all textbooks) is \$902 plus applicable tax (see separate form).
OR students can elect to source and purchase their textbooks. A book list will be provided upon registration.

International Student Fee (NON-REFUNDABLE) is additional and \$750 plus applicable tax

IF REQUIRED: English Assessment Fee (NON-REFUNDABLE) is additional and \$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.*

| | | | |
|-----------------------------------------------------------------------------------------|---------------------------------------------|--------------------------------|----------------------------------|
| Rescheduling a course \$50 (per course) | Rescheduling a corequisite \$50 (per class) | | |
| Rescheduling a cooking class corequisite - online recorded option only \$25 (per class) | | | |
| 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 |
| Makeup Test (3 max.) \$100 each | Module Rewrite \$100 | Custom Scheduling Fee \$300 | |
| Reschedule Final Written Exam \$200 | 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:** \$257.50 (non-refundable fees & GST) due at time of application; then \$6,844.95 due July 6, 2021. Payment received after July 6, 2021, is subject to a late tuition fee of \$50 (plus tax).

Interest Fee: Quarterly Payment Plan: \$200 or Monthly Payment Plan: \$350

- QUARTERLY PAYMENT PLAN:** \$257.50 due at time of application (non-refundable fees & GST); then \$7,044.95 (includes \$200 Interest) due as follows: \$2,424.95 due July 6, 2021; then 3 payments of \$1,540 each due on November 1, 2021; February 1, 2022; and May 1, 2022. First payment due on July 6, 2021. Payment received after this date is subject to a late tuition fee of \$50 (plus tax). All subsequent payments are due on the 1st of the month and if received after the 15th of the same month will be subject to a late tuition fee of \$50 (plus tax).

- MONTHLY PAYMENT PLAN:** \$257.50 due at time of application (non-refundable fees & GST); then \$7,194.95 (includes \$350 Interest) due as follows: \$1,548.32 due July 6, 2021; then 11 payments of \$513.33 each due on the 1st of each month from September 1, 2021, up to and including July 1, 2022. First payment due on July 6, 2021. Payment received after this date is subject to a late tuition fee of \$50 (plus tax). All subsequent payments are due on the 1st of the month and if received after the 15th of the same month will be subject to a late tuition fee of \$50 (plus tax).

INTERNATIONAL STUDENTS: Registration to be completed no later than May 31, 2021. Study Permit to be provided no later than the program start date. If Study Permit not provided by program start date, program acceptance may be deferred to the next intake at no additional fee. If Study Permit not provided by the next program start date, no further deferral will be granted and a new program application (and registration fees) will be required.

- FULL PAYMENT:** \$1,045 due at time of application (includes non-refundable fees and GST); then \$6,844.95 due July 6, 2021. Payment received after July 6, 2021, is subject to a late tuition fee of \$50 (plus tax).
- QUARTERLY PAYMENT PLAN:** \$1,045 due at time of application (includes non-refundable fees and GST); then \$7,044.95 (includes \$200 Interest) due as follows: \$2,424.95 due on July 6, 2021; then 3 payments of \$1,540 each due November 1, 2021; February 1, 2022; and May 1, 2022. First payment due July 6, 2021. Payment received after this date is subject to a late tuition fee of \$50 (plus tax). All subsequent payments are due on the 1st of the month and if received after the 15th of the same month will be subject to a late tuition fee of \$50 (plus tax).
- MONTHLY PAYMENT PLAN:** \$1,045 due at time of application (includes non-refundable fees and GST); then \$7,194.95 (includes \$350 Interest) due as follows: \$1,548.32 due July 6, 2021; then 11 payments of \$513.33 each due on the 1st of each month from September 1, 2021, up to and including July 1, 2022. First payment due on July 6, 2021. Payment received after this date is subject to a late tuition fee of \$50 (plus tax). All subsequent payments are due on the 1st of the month and if received after the 15th of the same month will be subject to a late tuition fee of \$50 (plus tax).

Payment options: cheque, Visa, MasterCard, debit, money order, and cash. E-transfers accepted from a domestic bank account (minimum payment of \$200). Students are not permitted to pay the full program tuition in cash. Payment in cash is limited to a maximum of \$1,000 per transaction.

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.

Refund Clarification: The institution will not refund the Archiving Fee after the program start date or Interest Fee after the first tuition payment. If a refund is due and the student has paid for but not received textbooks from the institution, the institution will refund the fees charged for these items.

PRIVATE TRAINING INSTITUTIONS BRANCH

Phone: 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 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.

INFO GATHERING

To help us with future marketing and advertising efforts, we would appreciate knowing how you heard about us:

Google Facebook Instagram

Word of mouth: _____ Other: _____
(person's name or relationship) (please describe e.g. event name)

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, Wellness Policy, and Withdrawal Policy
- COVID-19 Waiver
- Student Guideline Summary
- Brochure

The information provided is true and accurate and I am 18 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

Signature of Parent or Legal Guardian (if student is 18 years of age)

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.