

1st YEAR OF 2 YEAR PROGRAM, STUDENT ENROLMENT CONTRACT



Teaching the medicine of the future™

CANADIAN SCHOOL of NATURAL NUTRITION VANCOUVER ISLAND

Legal Name: Vancouver Island Nutrition School Ltd

www.csnn.ca/vancouverisland

Victoria blended classroom - 208-3045 Douglas Street, Victoria, BC V8T 4N2; Phone: (250)-668-8663 Email: victoria@csnn.ca

THIS INSTITUTION HOLDS A DESIGNATION CERTIFICATE FROM THE PRIVATE TRAINING INSTITUTIONS BRANCH # 3734

STUDENT NUMBER (for Office use only):

CLASS SELECTION for FALL 2021 (please check one):

___ WEDNESDAY (*and occasional MONDAYS) TWO- YEAR EVENING

Attending in the classroom:

Yes No

STUDENT INFORMATION

Student Legal Surname

Student Legal First Name and Middle Name(s):

Student Usual First Name

British Columbia Personal Education Number (PEN), if applicable:

Local Mailing Address:

Permanent Address, if different from above: Street Address, City, Province/Territory/State, Country, Postal Code

International Student?

Study Permit?

Cell Phone Number:

Yes No

Yes No

Home Telephone Number:

Citizenship: _____

Email Address:

Date of birth (YYYY / MM / DD):

Gender or Pronoun Preference: _____

VOLUNTARY DISCLOSURE

*You may voluntarily provide the personal information listed below:

Do you identify yourself as an Aboriginal person, that is First Nations, Metis or Inuit?

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

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

PROGRAM INFORMATION

Program Title: NATURAL NUTRITION PROGRAM

Language of Delivery: ENGLISH

Method of Delivery: In-class or Distance

Program Credential: Diploma

Required course materials and technological resources not provided by the institution:
Students must bring a computer to classes, have personal access to Wi-Fi, have a printer plus a functional email address, daily.

WEDNESDAY and (*Occasional Mondays) 2-Year Evening Class (5:30 p.m., to 9:00 p.m.*) *includes additional mandatory co-requisite and culinary schedules.	Start Date-End Date: (YYYY/MM/DD) <input checked="" type="checkbox"/> Year 1: 2021/09/08 – 2022/08/31 <input type="checkbox"/> Year 2: 2022/09/07 – 2023/08/18	Program Duration 370 Hours - 370/ 96 Weeks (excluding breaks)
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PROGRAM ADMISSION REQUIREMENTS

Admission Requirements: High school graduation (transcript required) or be 19 years of age or older. Photo ID must be provided. High School Sciences are recommended. An English Proficiency Assessment may be required if the student did not complete high school or post-secondary education in an English-speaking country. (if transcripts are not in English, they must be translated by an official translator and the translated copy submitted along with the original). **Program admission requirements may not be waived by the student or institution.**

1st YEAR OF 2 YEAR 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 (plus GST)	\$	150.00
Tuition Fee	\$	3080.00
Kitchen Fee	\$	350.00
Materials Fee (plus GST)		165.00
Alumni Fee (plus GST)	\$	79.00
Archiving Fee (plus GST)	\$	10.00
GST	\$	20.20
AMOUNT PAYABLE UNDER THIS CONTRACT (The second year will require a similar balance on a separate contract.)	\$	3,954.20
If Applicable: Interest for quarterly (\$200) or monthly (\$300) plans; International Application Fee \$750 + GST; English Assessment Fee \$250 + GST; Clinical Studies Course \$3250	\$	
TOTAL AMOUNT PAYABLE	\$	

Cost of Textbooks is additional, optional and approx. \$900 plus GST
 (a textbook list will be provided upon registration)

PAYMENT PLANS (Please checkmark your plan of preference using the tick box.):

PLAN A - FULL PAYMENT FOR 1st YEAR OF 2 YEAR PROGRAM: \$257.50 (non-refundable fees + GST) due at time of application; then \$3,697.00 due by July 5, 2021. (Tuition received after July 15th will be subject to a late tuition fee of \$50 + GST)

PLAN B - QUARTERLY PAYMENT FOR 1st YEAR OF 2 YEAR PROGRAM: \$3, 897.00 (includes \$200 Interest): 1st payment of \$1,236.70 due July 5, 2021. Tuition received after July 15th will be subject to a late tuition fee of \$50 + GST) Then 3 equal tuition payments of \$770.00 due at equal intervals (November 1, February 1, May 1).

PLAN C - MONTHLY PAYMENT FOR 1st YEAR OF 2 YEAR PROGRAM: \$3997.00 (includes \$300 Interest): 1st payment of \$ 846.70 due by July 5, 2021. (Tuition received after July 15th will be subject to a late tuition fee of \$50 + GST). Then 10 monthly payments (Sept 1, Oct.1, Nov. 1, Dec. 1, 2020; Jan. 1, Feb. 1, March 1, April 1, May 1, June 1, 2021) of \$280.00. *No payments in July or August once classes commence.*

INTERNATIONAL STUDENTS: *Registration due by June 11, 2020. Study permit approval letter due by August 16, 2020. \$1,045.00 due at the time of application (\$750.00 international fee, non-refundable fees and applicable GST.). Then 1st year:

- 1) \$3,697.00 paid in full by July 5, 2021, OR
- 2) \$3,897.00 due as follows: 1st payment of \$1,236.70 (includes \$200 interest) due July 5, 2021, followed by payment Plan B schedule and fees above, beginning in November 2020. Tuition received after July 15th will be subject to a late tuition fee of \$50 + GST.

Payment can be made by: Cash, cheque, Visa, MasterCard, debit, money order or e-transfer from a domestic bank account. We will accept credit card payments by phone. International payments by credit card only. Late tuition payment: \$50

Other Fees (if required) plus applicable tax:

NSF Cheques \$25, Late Tuition Payment \$50, Special Scheduling \$50, Accelerated Learning fee \$100, Transfer to another branch \$100, Put Studies on Hold \$200, Special Request Letter \$15, Advanced Standing Course Exemption Test \$150, Advanced Standing fee per course \$50, Make up Test/Co-requisite/Culinary Class \$50, Rescheduling Board Exam \$200, Replacement copy of T2202 \$25, Re-open Student File \$200, International Application Fee \$750. All fees are subject to GST.

Head Office Services (subject to Ontario taxes): copies of diploma \$25, copies of transcript \$10, copies of culinary certificate \$15, replacement R.H.N card \$15, Head Office Exam \$100

The student acknowledges and agrees to pay the fees indicated above within the terms of this enrollment contract. A tuition refund policy, subject to the provisions of the Private Training Act, forms a part of this agreement. Fees payable are subject to the terms and provisions of the tuition refund policy.

2 YEAR PROGRAM REFUND POLICY

1. If CSNN Vancouver Island 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 Natural Nutrition 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.
2. CSNN Vancouver Island will refund the tuition for the Natural Nutrition 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, CSNN Vancouver Island may retain up to 50% of the tuition paid under the student enrolment contract unless the program is provided solely through distance education.
4. If CSNN Vancouver Island 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
 - iii. and after 30% of the hours of instruction to be provided during the contract term have been provided, no refund will be given to you.
5. If CSNN Vancouver Island 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
 - c. and after 30% of the hours of instruction to be provided during the contract term have been provided, no refund will be given to you.
6. CSNN Vancouver Island will refund fees charged for course materials paid for but have not been received if a student provides a notice of withdrawal to the institution or the institution provides a notice of dismissal.
7. 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 CSNN Vancouver Island receives a student's notice of withdrawal,

- b. of the date CSNN Vancouver Island provides a notice of dismissal to the student,
 - c. of the date that the registrar provides notice to CSNN Vancouver Island 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.
8. If an international student delivers a copy of a refusal of a study permit to CSNN Vancouver Island, sections 1(a), 1(b), 4, and 6, 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.

CANADIAN SCHOOL OF NATURAL NUTRITION VANCOUVER ISLAND PROGRAM OUTLINE

Career Occupation: CSNN offers a comprehensive program in natural nutrition qualifying graduates for the professional designation R.H.N., with the accompanying professional title Registered Holistic Nutritionist™. 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, martial arts services, 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, body-mind-spirit, and the environment. The graduate will be competent to educate, guide, and support clients to make empowered health changes. Students will be able to support the progress of their clients' 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 that 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 Final Board Exam set by CSNN Head Office.

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 the program
- 30% final written exam
- 25% clinical case studies (including Clinical Studies Course if taken)
- Body-Mind-Spirit Book Report
- Co-requisites: attend 57 hours minimum (including 15 hours of Case Study Corequisites).

A student's overall average is calculated using a formula with a weighted scale, that takes into consideration the number of hours of each course.

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. Students must attend mandatory corequisites and complete a Body Mind Spirit book report. CSNN VI also offers culinary classes included in the opportunity for learning.

The clinical aspect of the program is the 10 case studies that are due on the day of the Final Board Exam and this clinical study accounts for an additional 250 hours of the program. The Clinical Studies Course will be given in the classroom by a qualified instructor or a Registered Holistic Nutritionist. The student will be able to interview clients, make use of reference material, work on their case studies and ask questions of his/her instructor, as well as study for upcoming tests or presentations. We will hold student clinics, corequisites, lectures and webinars in this time period.

All students must meet the above requirements. Prior to writing the final written exam, students must have no outstanding payments (i.e. administrative fees, tuition, textbooks).

Homework Hours: Students can expect to spend approximately 600 hours outside of the classroom on work assignments, case studies, plus class preparation.

Program Organization:

Title of Course	# of Hours
Fundamentals of Nutrition I	24.5
Fundamentals of Nutrition II	17.5
Anatomy and Physiology	31.5
Nutritional Symptomatology	31.5
Motivational Interview Skills	10.5
Hormone Health	17.5
Body-Mind-Spirit, The Mind Connection	17.5
Body-Mind-Spirit, The Spirit Connection	14.0
Fundamentals of Business	12.0
Biochemistry, and Epigenetics	21.0
Pathology and Nutrition	28.0
Nutritional Literature Research	7.0
Lifecycle Nutrition – Pediatrics	14.0
Lifecycle Nutrition – Sports	10.5
Lifecycle Nutrition – Perspectives on Aging	10.5
Eco-Nutrition	14.0
Allergies	17.5
Introduction to the Practical Use of Herbs	14.0
Total Curriculum Hours	313.0

PTIB



The Canadian School of Natural Nutrition is designated by the
Private Training Institutions Branch.

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 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

Under the Personal Information Protection Act students are entitled to access their student file. The personal information collected will only be used for the purpose for which it was originally collected or for a use consistent with that purpose, unless the student consents to other use.

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 Program, courses, plus school related news and events. 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 agree to the terms and conditions of this enrolment contract, 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 of study; and **I have read, understood and agreed to the policies provided pursuant to the Private Training Act, as found in the institution's following documents, and an electronic or hard copy has been provided to me:**

- **Program Outline**
- **Student Requirements and Timelines (www.csnn.ca/vancouverisland)**
- **Student Handbook, including: Admission Policy, Attendance Policy, Privacy Policy, Code of Conduct, Code of Ethics, Dismissal Policy, Dispute Resolution, Grade Appeal Policy, Withdrawal Policy, Language Proficiency Assessment, and the Tuition Fee and Refund Policy (www.csnn.ca/vancouverisland)**

I certify the information provided by me on this form is true and accurate, I am 19 years of age or older. If under the age of 19, a parent or legal guardian must also sign the contract.

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 and Protection Act (PIPA).

INTERNATIONAL STUDENTS: I consent to the sharing, in accordance with applicable Provincial privacy legislation, of my enrolment and reporting information between 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 W. Pender Street, Vancouver, BC V6E 2P4, or by phone at (604) 569-0019

PRINTED NAME

SIGNATURE of STUDENT

DATE SIGNED

SIGNATURE OF PARENT OR LEGAL GUARDIAN

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. The institution certifies that the student has met the admission requirements for the program of study.

NAME OF ADMISSION OFFICER, REGISTRAR, AGENT, or SCHOOL OFFICIAL:

Dona Bradley R.H.N./Manager CSNN VANCOUVER ISLAND or Audrey Sidnick R.H.N./Manager CSNN VI, April Saxon, Office Manager

SIGNATURE

DATE SIGNED

THIS CONTRACT IS LEGALLY BINDING WHEN SIGNED BY THE STUDENT AND ACCEPTED BY THE INSTITUTION.

Employment cannot be guaranteed for any student who successfully completes a career-training program offered by the institution. All sections of this contract must be completed.