

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 (ONSITE AND/OR 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).

The program does not lead to an occupation that is regulated.

PROGRAM ADMISSION REQUIREMENTS

All applicants for admission must meet the following criteria. Program admission requirements may not be waived by the student of the institution.

- 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.

OR 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 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

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 ▪ course upgrade exemption test \$150 ▪ 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 (if required) 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).

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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

Circumstances when Refund Payable	Amount of Refund
Before program start date, institution receives a notice of withdrawal (applies to all students)	
<ul style="list-style-type: none"> • No later than seven days after student signed the enrolment contract, and • Before the program start date. 	100% tuition and all related fees, other than application fee. Related fees include: administrative fees, application fees, assessment fees, and fees charged for textbooks or other course materials.
<ul style="list-style-type: none"> • At least 30 days before the later of: <ol style="list-style-type: none"> a) The program start date in the most recent Letter of Acceptance (international students) b) The program start date in the enrolment contract. 	Institution may retain up to 10% of tuition, to a maximum of \$1,000. Institution must refund fees paid for course materials if not provided to the student.
<ul style="list-style-type: none"> • More than seven days after the student and institution signed the enrolment contract, and • Less than 30 days before the later of: <ol style="list-style-type: none"> a) The program start date in the most recent Letter of Acceptance (international students) b) The program start date in the enrolment contract. 	Institution may retain up to 20% of tuition, to a maximum of \$1,300. Institution must refund fees paid for course materials if not provided to the student.
After program start date, institution provides a notice of dismissal or receives a notice of withdrawal (applies to all students, except those enrolled in a program delivered solely by distance education)	
<ul style="list-style-type: none"> • After the program start date, and up to and including 10% of instruction hours have been provided. 	Institution may retain up to 30% of tuition. Institution must refund fees paid for course materials if not provided to the student.
<ul style="list-style-type: none"> • After the program start date, and after more than 10%, but before 30% of instruction hours, have been provided. 	Institution may retain up to 50% of tuition. Institution must refund fees paid for course materials if not provided to the student.
Student does not attend program – “no-show” (applies to all students except those enrolled in a program delivered solely by distance education):	
<ul style="list-style-type: none"> • Student does not attend the first 30% of the program. 	Institution may retain up to 50% of the tuition. Institution must refund fees paid for course materials if not provided to the student.
Institution receives a refusal of study permit (applies to international students requiring a study permit):	
<ul style="list-style-type: none"> • Before 30% of instruction hours would have been provided, had the student started the program on the later of the following: <ol style="list-style-type: none"> a) The program start date in the most recent Letter of Acceptance b) The program start date in the enrolment contract • Student has not requested additional Letter(s) of Acceptance. 	100% tuition and all related fees, other than application fee.
After the program start date, student withdraws or is dismissed (applies to students enrolled in a program delivered solely by distance education):	
<ul style="list-style-type: none"> • Student completed up to 30% of the program. 	Institution may retain up to 30% of the tuition. Institution must refund fees paid for course materials if not provided to the student.
<ul style="list-style-type: none"> • Student completed more than 30% but less than 50% of the program (based on evaluation provided to student). 	Institution may retain up to 50% of the tuition. Institution must refund fees paid for course materials if not provided to the student.

Institution must pay the tuition or fee refund within 30 days after receiving notice of withdrawal or refusal of study permit; providing a notice of dismissal, or the date on which the first 30% of the hours of instruction are provided (no-show).

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

This institution is certified by the Private Training Institutions Branch (PTIB) of the Ministry of Advanced Education and Skills Training. Certified institutions must comply with regulatory requirements relating to, among other things, student enrolment contracts, tuition refunds and instructor qualifications. For more information about PTIB, go to www.privatetraininginstitutions.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

Please tick the box to consent to receive emails regarding the Natural Nutrition Diploma Program and other related information in adherence with Canadian Anti-Spam Legislation (CASL). You may unsubscribe at any time.

STUDENT STATEMENT OF RIGHTS

The Canadian School of Natural Nutrition (Vancouver Branch) 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>

STUDENT DECLARATION

I DECLARE THAT: I have read, understood, and agreed to the terms and conditions of this enrolment contract; and I have read, understood and agreed to the institution's following documents: Student Handbook, COVID-19 Waiver, Student Guideline Summary, and Brochure.

I consent to the Institution sharing my personal information with the Ministry of Advanced Education and Skills Training 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, Policy and Institution Certification, Private Training Institutions Branch, Governance, Legislation and Corporate Planning Division, Ministry of Advanced Education, 203 - 1155 West Pender Street, Vancouver, BC V6E 2P4 or by telephone at 604-569-0019.

The information provided is true and accurate and I am 18 years of age or older.

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