

STUDENT ENROLMENT CONTRACT: INTENSIVE NATURAL NUTRITION PROGRAM



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 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):
VIC1123D

CLASS SELECTION for FALL 2023 (please check one):

MONDAY/TUESDAY/THURSDAY ONE YEAR
DAY CLASS (VIC1123D intake)

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 available:

Local Mailing Address:

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

International Student? Yes No Student Visa /Permit/other? Yes No

Permanent Resident? Yes No Citizenship: _____

Cell Phone Number: Home Telephone Number:

Email Address:

Date of birth (YYYY / MM / DD): _____ I Identify My Gender As: _____

STUDENT FILE ARCHIVAL DATE: _____ (OFFICE USE ONLY)

VOLUNTARY DISCLOSURE

***You may voluntarily provide the personal information listed below:**
Do you identify yourself as an Aboriginal person, that is First Nations, Métis or Inuit?
If you answered "yes", please indicate if you are: First Nations Métis 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** (This program does not lead to a regulated occupation.)
Language of Delivery: ENGLISH
Method of Delivery: In-class (100%) Culinary Certificate Program Distance (100%; synchronous)
Program Credential: Diploma

Required course materials and technological resources not provided by the institution:
Students must bring a computer to classes; have a web camera; microphone; and high-speed internet. A noise cancelling headset is optional. Google Chrome is the preferred browser.

Mon/Tues/Thur Intensive Class (9:30 a.m. to 5:30 p.m.*) *includes additional mandatory co-requisite and culinary schedule	Start Date-End Date: (YYYY/MM/DD) 2023/11/06 – 2024/07/22 Extension: _____	Program Duration 623 Hours - 30 Weeks (excluding breaks)
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Study Date Revision (if applicable; admin use only):

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.

STATEMENT OF STUDENT RIGHTS

CSNN Vancouver Island is certified with the [Private Training Institutions Branch](#) (PTIB) of the British Columbia Ministry of Advanced Education and Skills Training.

Before you enroll 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
- 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>.

PROGRAM COSTS (in Canadian Dollars (\$CDN))

Application Registration Fee: NON-REFUNDABLE due at time of application	\$	100.00
Application Processing Fee: NON-REFUNDABLE due at time of application (plus GST)	\$	150.00
Tuition Intensive Natural Nutrition Diploma- Approved Program	\$	6160.00
Holistic Culinary Program Tuition- Approved Program	\$	450.00
Clinical Studies Course Tuition (In-Classroom Component)		\$3250.00
Materials and Technology Fee NON-REFUNDABLE (plus GST)	\$	165.00
Alumni Fee (plus GST; see note in individual payment plans)	\$	79.00
Archiving Fee NON-REFUNDABLE (plus GST)	\$	15.00
GST	\$	20.45
AMOUNT PAYABLE UNDER THIS CONTRACT (All fees are subject to change without prior notice).	\$	10,389.45
Please check applicable boxes, if any. (Non-Refundable): <input type="checkbox"/> Interest for quarterly (\$200) or <input type="checkbox"/> monthly (\$300) plans; <input type="checkbox"/> International Application Fee of \$750 + GST; <input type="checkbox"/> English Assessment Fee of \$250 + GST; <input type="checkbox"/> Clinical Studies Course \$3250	\$	
DATE PAID IN FULL	TOTAL AMOUNT PAYABLE	\$

Cost of Textbooks is additional 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: \$257.50 (non-refundable fees + GST) due at time of application; then **\$10,049.00 due by October 1, 2023.** (Tuition received after the 15th of the month due will be subject to a late tuition fee of \$50 + GST)\$82.95 Alumni fee (includes GST) due with submission of Request for Graduation form at end of school year.

PLAN B - THREE PAYMENT OPTION FOR 30 WEEK PROGRAM: \$257.50 (non-refundable fees & GST) due at time of application; then \$10,249.00 (includes \$200 Interest):
1st payment of \$6,149.00 due October 1, 2023. Tuition received after the 15th of the month due will be subject to a late tuition fee of \$50 + GST) Then 2 equal tuition payments of \$2,050.00 due at equal intervals (January 1, and April 1, 2024).
\$82.95 Alumni fee (includes GST) due with submission of Request for Graduation form at end of school year.

PLAN C - MONTHLY PAYMENT OPTION FOR 30 WEEK PROGRAM: \$257.50 (non-refundable fees & GST) due at time of application; then \$10,349.00 (includes \$300 Interest):
1st payment of \$ 3,149.00 due by October 1, 2023. Tuition received after the 15th of the month due will be subject to a late tuition fee of \$50 + GST). Then 8 monthly payments (Nov. 1, Dec. 1, 2023; Jan. 1, Feb 1, Mar 1, Apr 1, May 1, Jun 1, 2024) of \$900.00. **\$82.95 Alumni fee (includes GST) due with submission of Request for Graduation form at end of school year.**

INTERNATIONAL STUDENTS: *Registration due by September 1, 2023. Study permit approval letter due by October 1, 2023. \$1,045.00 due at the time of application (\$750.00 international fee, non-refundable fees and applicable GST.). Then:

1) \$10,049.00 paid in full by October 1, 2023, OR

2) \$10,249.00 due as follows: 1st payment of \$6,149.00 (includes \$200 interest) due October 1, 2023, followed by payment Plan B schedule and fees above, beginning in January 2024. **Tuition received after the 15th of the month due will be subject to a late tuition fee of \$50 + GST)**

\$82.95 Alumni fee (includes GST) due with submission of Request for Graduation form at end of school year.

PLAN D - CUSTOMIZED PAYMENT PLAN: The \$257.50 (non-refundable fees & GST) is due at time of application; then the balance of **\$10,049.00 (and interest if applicable).** **\$82.95 Alumni fee (includes GST) due with submission of Request for Graduation form at end of school year.** Customized payment plans are assessed on a case-by-case basis. Students who do not meet the payment due dates will be subject to late tuition fees of \$50 per calendar month late.

1st Disbursement \$ _____ Date _____ (to be filled in by administration)

2nd Disbursement \$ _____ Date _____ (to be filled in by administration)

Payment can be made by: Cash, cheque, Visa, MasterCard, 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 \$25, Advanced Standing Course Exemption Test \$150, Advanced Standing fee per course \$50, Missed or Make up Test/Co-requisite/Culinary Class/Case Study Marking Fee \$75, Tech Fee \$50, Grade Appeal \$25, Rescheduling Board Exam \$200, Replacement copy of T2202 \$25, Re-open Student File \$200, International Application Fee \$750. GST applies to All fees.

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.

1 - YEAR PROGRAM REFUND POLICY

Circumstances when Refund Payable	Amount of Refund
Before Program start date, institution receives notice of withdrawal (applies to all students)	
<ul style="list-style-type: none">No later than seven days after student signed the enrollment contract and	100% tuition and all <u>related fees</u> , other than application fee. Related fees include: administrative fees, application

<ul style="list-style-type: none"> • Before the Program start date. 	and assessment fees, and fees charged for textbooks or other course materials.
<ul style="list-style-type: none"> • At least 30 days before the latter of: <ul 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 enrollment contract. 	Institution may retain up to 10% of tuition, to a maximum of \$1000. 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 30days before the later of: <ul 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 enrollment 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 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 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: <ul 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 enrollment contract. • Student has not requested additional Letter(s) of Acceptance. 	100% tuition and all related fees other than application fees.
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 program. 	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"> • Student completed more than 30% but less than 50% of program (based on evaluation provided to student) 	Institution may retain up to 50% of tuition. Institution must refund fees paid for course materials if not provided to the student.
<ul style="list-style-type: none"> • Student completed 50% or greater of the program. 	No refund is applicable.
Student enrolled in a program without having met the admission requirements for the program	
<ul style="list-style-type: none"> • If the student did not misrepresent the student’s knowledge or skills when applying for admission and the registrar orders the institution to refund tuition and fees. 	100% tuition and all related fees including application fees.
Institution does not provide a work experience	

<ul style="list-style-type: none"> The institution fails to provide the work experience within 30 days of the contract end date, unless the registrar determines the institution was prevented from doing so by circumstances beyond its control 	100% tuition and all related fees other than application fees.
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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.

**CANADIAN SCHOOL OF NATURAL NUTRITION VANCOUVER ISLAND
1-YEAR NATURAL NUTRITION PROGRAM**

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. This program does not lead to a regulated occupation.

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:

1. course work that fosters competence in understanding the role of holistic nutrition
2. 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 Natural Nutrition Diploma Program
- 30% final board exam
- 25% Clinical Case Studies (including Clinical Studies Course if taken)
- Body-Mind-Spirit Book Report
- Co-requisites: attend 50 hours minimum of 57 (including 18 hours of Case Study Co-requisites)

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 including the Case Study Follow Up, 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 prior to 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 Genetics, 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.

This institution is certified by the Private Training Institutions Branch (PTIB). 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

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. In this technical age, students may also be contacted via text message as a *secondary* means of communication. 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 and text messages 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 on our website Registration page (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, Sexual Misconduct Policy, Withdrawal Policy, Language Proficiency Assessment, and the Tuition Fee and Refund Policy on our website Registration page (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:
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SIGNATURE OF PARENT OR LEGAL GUARDIAN:	DATE SIGNED:
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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:
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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.