

**STUDENT ENROLMENT CONTRACT: 30 WEEK NATURAL NUTRITION DIPLOMA 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](http://www.csnn.ca/vancouverisland)

Victoria Campus - 201-612 View Street, Victoria, BC, V8W 1J6; 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):  
**VIC1024DP**

**CLASS SELECTION for FALL 2024** (please check one):

**MONDAY/TUESDAY/THURSDAY 30 WEEK  
DAY COHORT (With Mondays as scheduled)**

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  
If yes, Student Visa /Permit/other?  Yes  No  
 N/A

Canadian Citizen?  Yes  No  
If no, Permanent Resident?  Yes  No  
If 'no' to above; your Citizenship?

Cell Phone Number:

Home Telephone Number:

Email Address:

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

**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 (70%), 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.**

<b>Monday/Tuesday/Thursday 30 Week Day Class (9:30 a.m. to 1:00, or 5:30p.m.*)</b> *includes additional mandatory co-requisite and culinary certificate schedule	Start Date-End Date: (YYYY/MM/DD) <input type="checkbox"/> 2024/10/28 - 2025/07/17 <input type="checkbox"/> 2024/10/28 - 2025/08/15	Program Duration 370 Hours - 370/ 30 Weeks (excluding breaks) PLUS 30 Hours Culinary
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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.**

**STATEMENT OF STUDENT RIGHTS**

CSNN Vancouver Island is certified with the Private Training Institutions Branch (PTIB) of the British Columbia Ministry of Post-Secondary Education and Future Skills. 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 <b>due at time of application</b>	\$ 100.00
Application Processing Fee: NON-REFUNDABLE <b>due at time of application</b> (plus GST)	\$ 150.00
Tuition Natural Nutrition Diploma- Approved Program	\$ 6160.00
Holistic Culinary Program Tuition- Approved Program	\$ 450.00
Materials and Technology Fee NON-REFUNDABLE (plus GST)	\$ 165.00
Archiving Fee NON-REFUNDABLE (plus GST)	\$ 15.00
GST	\$ 16.50
<b>AMOUNT PAYABLE UNDER THIS CONTRACT</b> (All fees are subject to change without prior notice).	\$ <b>7056.50</b>
<b>Clinical Studies Course</b> <input type="checkbox"/> \$3250.00 or <input type="checkbox"/> <b>Components of Client Clinic &amp; Enhanced Case Studies &amp; Business Builder</b> \$900.00 (Tuition in this section is paid with first payment)	\$ <input type="text"/>
<b>Please check applicable boxes, if any. (Non-Refundable):</b> <input type="checkbox"/> Interest & processing fees 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="text"/>
DATE PAID IN FULL: <span style="float:right"><b>TOTAL AMOUNT PAYABLE</b></span>	\$ <input type="text"/>
<b>PAYABLE TO CSNN HEAD OFFICE:</b> submitted with <b>Request to Graduate Form:</b> Board Exam Fee \$150.00; & Alumni Fee \$79 plus tax	
<b>Cost of Textbooks is additional and approx. \$900 plus shipping &amp; handling, and GST.</b> (a textbook list will be provided upon registration)	

**PAYMENT PLANS**

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

**Conditions Applicable to all Payment Options:** Tuition received after the 15<sup>th</sup> of the month due will be subject to a late payment fee of \$50. Studies will be suspended when payments are in arrears.

**PLAN A - FULL PAYMENT FOR 30 WEEK PROGRAM:** \$257.50 (non-refundable fees + GST) due at time of application; then due September 9, 2024  \$6799.00 Or  \$7,699.00 with Clinical Studies Component

**PLAN B - QUARTERLY PAYMENT FOR 30 WEEK PROGRAM:** \$257.50 (non-refundable fees & GST) due at time of application; then (includes \$200 Interest & Processing Fee) : Then  
 \$6,999.00 with 1<sup>st</sup> payment of \$2,379.00. due September 9, 2024 or  
 \$7,899.00 (includes Clinical Course Components) with 1<sup>st</sup> payment of \$2,559.00 due September 9, 2024  
 Then 3 equal tuition payments of \$1540.00 due at equal intervals (December 1, 2024, February 1, April 2025)

**PLAN C - MONTHLY PAYMENT FOR 1 YEAR PROGRAM:** \$257.50 (non-refundable fees & GST) due at time of application; then (includes \$300 Interest & Processing Fee): Then:  
 \$7,099.00 with 1<sup>st</sup> payment of \$1,659.00. due September 9, 2024 or  
 \$7,999.00 (includes Clinical Course Components) with 1<sup>st</sup> payment of \$2,559.00 due September 9, 2024  
 Then 8 monthly payments (Nov. 1, Dec. 1, 2024; Jan. 1, Feb. 1, Mar. 1, Apr. 1, May 1, Jun. 1, 2025) of \$680.00.

**INTERNATIONAL STUDENTS: Contract Not Applicable**

**PLAN D - CUSTOMIZED PAYMENT PLAN:** The \$257.50 (non-refundable fees & GST) is due at time of application; then the balance of  \$6799.00 Or  \$7,699.00 with Clinical Studies Component (and interest if applicable) 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: Cheque, Visa, MasterCard, or e-transfer from a Canadian bank account. We will accept credit card information by phone. International payments by credit card only. Late payment fee: \$50**

**Other Fees (if required) plus GST tax:**

NSF Cheques \$50, Late Tuition Payment \$50, Special Scheduling \$50, Accelerated Learning fee \$100, Transfer to another branch \$100, Studies on Hold \$200, Special Request Letter \$25, Advanced Standing Course Exemption Test \$150, Advanced Standing fee per course \$50, Make up Test/Co-requisite/Culinary Class/Case Study Marking Fee \$75, Tech Fee \$75, Grade Appeal \$25, Rescheduling Board Exam \$200, Replacement copy of T2202 \$25, Re-open Student File \$200, International Application Fee \$750.

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, Board Exam \$170.00 (no tax) Alumni Fee: \$79

**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.**

**30-WEEK NATURAL NUTRITION DIPLOMA PROGRAM REFUND POLICY**

APPROVED PROGRAMS - IN-CLASS OR COMBINED DELIVERY	REFUND DUE
Before program start date, institution receives a notice of withdrawal:	
<ul style="list-style-type: none"> <li>No later than seven days after student signed the enrolment contract, and</li> </ul>	100% tuition and all related fees, other than application fee.

<ul style="list-style-type: none"> <li>Before the program start date</li> </ul>	<p><b>Related fees include: administrative fees, application fees, assessment fees, and fees charged for textbooks or other course materials.</b></p>
<ul style="list-style-type: none"> <li>At least 30 days before the later of: <ul style="list-style-type: none"> <li>a) The program start date in the most recent Letter of Acceptance (international students)</li> <li>b) The program start date in the enrolment contract.</li> </ul> </li> </ul>	<p>Institution may retain up to 10% of tuition, to a maximum of \$1,000.</p>
<ul style="list-style-type: none"> <li>More than seven days after the student and institution signed the enrolment contract, and</li> <li>Less than 30 days before the later of: <ul style="list-style-type: none"> <li>a) The program start date in the most recent Letter of Acceptance (international students)</li> <li><b>b) The program start date in the enrolment contract.</b></li> </ul> </li> </ul>	<p>Institution may retain up to 20% of tuition, to a maximum of \$1,300.</p>
<p>After program start date, institution provides a notice of dismissal or receives a notice of withdrawal (applies to all approved programs, other than distance-education-only programs):</p>	
<ul style="list-style-type: none"> <li>After the program start date, and up to and including 10% of instruction hours have been provided.</li> </ul>	<p>Institution may retain up to 30% of tuition.</p>
<ul style="list-style-type: none"> <li>After the program start date, and after more than 10% but before 30% of instruction hours have been provided.</li> </ul>	<p>Institution may retain up to 50% of tuition.</p>
<ul style="list-style-type: none"> <li>After the program start date, and 30% or more of the hours have been provided.</li> </ul>	<p>No refund due.</p>
<p>Student does not attend – “no-show” (applies to all students except those enrolled in a program delivered solely by distance education):</p>	
<ul style="list-style-type: none"> <li>A student does not attend the first 30% of the program.</li> </ul>	<p>Institution may retain up to 50% of the tuition paid.</p>
<p>Institution receives a evidence a study permit was denied (applies to international students requiring a study permit):</p>	
<ul style="list-style-type: none"> <li>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"> <li>a) The program start date in the most recent Letter of Acceptance</li> <li>b) The program start date in the enrolment contract</li> </ul> </li> <li>Student has not requested additional Letter(s) of Acceptance.</li> </ul>	<p>100% tuition and all related fees, other than application fee.</p>
<p><b>APPROVED PROGRAMS – DISTANCE DELIVERY</b></p>	
<p><b>REFUND DUE</b></p>	
<p>Before program start date, institution receives a notice of withdrawal:</p> <ul style="list-style-type: none"> <li>No later than seven days after student signed the enrolment contract, and</li> <li>Before the program start date</li> </ul>	<p>100% tuition and all related fees, other than application fee.</p>
<ul style="list-style-type: none"> <li>Student has <b>completed</b> no more than 30% of the program.</li> </ul>	<p>Institution may retain up to 30% of the tuition paid.</p>
<ul style="list-style-type: none"> <li>Student has <b>completed</b> more than 30% but less than 50% of the program.</li> </ul>	<p>Institution may retain up to 50% of the tuition paid.</p>
<ul style="list-style-type: none"> <li>Student has <b>completed</b> 50% or more of the program.</li> </ul>	<p>No refund due.</p>
<p><b>Completed</b> means the student has received an evaluation of their performance for the specified percentage of hours of instruction. If a student completed a portion of a program for which they did not receive an evaluation, that portion should not be included in the calculation of the percentage of the program completed.</p>	

**CANADIAN SCHOOL OF NATURAL NUTRITION VANCOUVER ISLAND**  
**30-WEEK NATURAL NUTRITION DIPLOMA 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:** (Students must meet course attendance requirements and student accounts must be paid in full) 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
- 25% Clinical Case Studies
- 30% final Board Exam
- Mandatory Corequisites: Body-Mind-Spirit, Foods 1& 2, Final Exam Prep; Case Study Follow Up (15 hours)
- Co-requisites: attend 50 hours minimum of 57 (including minimum 15 hours of non-mandatory Case Study Corequisites)

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 listed above. CSNN VI also offers culinary classes in the program of study.

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, if taken, will be given in the classroom by a qualified instructor or a Registered Holistic Nutritionist. In this course 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 clinic sessions, corequisites, lectures and webinars in this course.

To qualify to submit the Request to Graduate form to write the Final Board Exam the student must:

- Achieve at least an 80% grade average across the 18 courses in the Natural Nutrition Diploma Program
- Have submitted all 10 Clinical Case Studies for grading
- Have paid their Student Account in Full, as well as paid any extra fees incurred.

**The \$150.00 Board Exam fee & \$79.00 Alumni Fee (plus tax) must be paid with the Request to Graduate application to CSNN Head Office.**

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

**Program Organization:**

<b>Title of Course</b>	<b># of Hours</b>
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
Biochemistry Genetics, and Epigenetics Hormone Health	21.0
Body-Mind-Spirit - The Spirit Connection	14.0
Hormone Health	17.5
Fundamentals of Business	12.0
Nutritional Literature Research	7.0
Pathology and Nutrition	28.0
Body-Mind-Spirit - The Mind Connection	17.5
Allergies	17.5
Eco-Nutrition	14.0
Lifecycle Nutrition – Pediatrics	10.5
Lifecycle Nutrition – Perspectives on Aging	14.0
Lifecycle Nutrition – Sports	10.5
Introduction to the Practical Use of Herbs	14.0
<b>Total Curriculum Hours</b>	<b>313.0</b>
Corequisite (including Mandatory hours detailed in Completion Requirements)	57.0
Holistic Culinary Certificate Program	30.0
Clinical Studies Course- Client Clinic, Enhanced Case Studies, Business Builder (if selected)	60.0

**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](http://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.csn.ca/vancouverisland](http://www.csn.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.csn.ca/vancouverisland](http://www.csn.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 Post-Secondary Education and Future Skills 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 institution sharing my personal information with Immigration, Refugees and Citizenship Canada for the purposes of the International Student Program under the authority of the section 6(2)(a) and 10(1)(a) of the Personal Information Protection Act (PIPA).

\*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 Post-Secondary Education and Future Skills, 310-601 Cordova Street W. Vancouver, BC V6B 1G1, or by phone at (604) 569-0019

STUDENT PRINTED LEGAL 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

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.