

## Admissions Policy

### **Entrance Qualifications:**

The Canadian Institute of Natural Health & Healing admits as regular students:

- Must be able to understand the English language; comprehend, reading and writing.
- Grade twelve or be a mature student.
- Applicants must be at least 19 years of age or have a signature from parents or guardians to be accepted into this course of study.
- Applicants must provide the school with a copy of their birth certificate to be accepted into the course of study.
- Have not been previously dismissed from the Institute for any reason stated in the Dismissal Policy.
- Complete and signed the student enrolment agreement and contract form.
- Applicants must read and certify that they have read a copy of the school's policies and procedures, any updates and inserts and student enrolment agreement and contract form.
- Applicants must be bondable.

### Dismissal Policy

1. The Institute reserves the right to dismiss a student from any course for the following:
  - a) Cheating or plagiarism.
  - b) Flagrant disrespect of institution's rules of conduct and policies.

### Terms and Conditions of Enrolment

1. All course fees shall be paid in full before a certificate or diploma will be issued. Once paid, all fees are non-refundable.
2. A qualification shall be granted only upon satisfactory completion of the theory, and practical portions of the course, the completion of case studies, practicum, other assigned work and full payment of all fees.
3. Two (2) re-rights of any exam is allowed: first for a twenty dollars (\$20) and second at fifty dollars (\$50), taxes included in fee. After which, will require re-taking some courses, at the discretion of the instructor.
4. Students who miss a tutorial period of instruction may be permitted to complete the lesson by correspondence or by attending another class on payment of an additional sixty dollars (\$60), taxes included with written permission from the instructor.
5. Massage students will be required to give or receive massages. As students may be of either sex, anyone who may experience difficulty with this must inform The Canadian Institute of Natural Health and Healing in writing before the course commences. Arrangements maybe made to accommodate such concerns. The Canadian Institute of Natural Health and Healing retains the right to terminate any student on the course should they refuse to conduct or receive a massage as part of the course, once their personal concerns have been addressed. For the European Lymph Drainage Massage, Hot Stone Massage and Swedish Massage courses, **the breast and groin areas are kept covered during massage.**

### **Refund Policy**

(1) Written notice must be provided:

- (a) By a student to the institution when the student withdraws,  
or
- (b) By the institution to the student where the institution dismisses a student.

Where total fees have not yet been collected, the institution is not responsible for refunding more than has been collected to date.

### **Refunds before the program of study starts:**

- (a) (i) If written notice of withdrawal is received by the institution less than seven (7) calendar days after the contract is made, and before the commencement of the period of instruction specified in the contract, the institution may retain the lesser of 10% of the total fees due under the contract or \$100.
- (ii) Subject to subsection (a) (i), if written notice of withdrawal is received by the institution thirty (30) calendar days or more before the commencement of the period of instruction specified in the contract, the institution may retain the lesser of 10% of the total fees due under the contract, or \$500.00.
- (iii) Subject to subsection (a) (i), if written notice of withdrawal is received by the institution less than thirty (30) calendar days before the commencement of the period of instruction specified in

the contract, the institution may retain the lesser of 20% of the total fees due under the contract, or \$1000.00.

**Refunds after the program of study starts:**

(b) (i) If written notice of withdrawal is received by the institution, or a student is dismissed, within 10% of the period of instruction specified in the contract, the institution may retain 30% of the total fees due under the contract.

(ii) If written notice of withdrawal is received by the institution, or a student is dismissed, after 10% and before 30% of the period of instruction specified in the contract, the institution may retain 50% of the total fees due under the contract.

(iii) If a student withdraws or is dismissed after 30% of the period of instruction specified in the contract, no refund is required.

**OTHER REFUND POLICY**

5. All refunds owing to students under the clauses noted and under section 10(1), (2) and (3) of the Act, will be paid within thirty (30) days of the Institute receiving written notification or withdrawal, or within thirty (30) days of receiving written notice.