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# DOMINION HERBAL COLLEGE

**North America's Oldest School of Herbal Medicine**

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Accredited by the Private Career Training Institutions Agency (PCTIA)



Institution #283

## MASTER HERBALIST DIPLOMA PROGRAM

### Student Enrollment Contract

Student Number \_\_\_\_\_

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_

Usual First Name \_\_\_\_\_ Personal Education Number \_\_\_\_\_

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_

*Previous Name (if applicable)*

Date of Birth (YYYY.MM.DD) \_\_\_\_\_ Gender \_\_\_\_\_ Present Occupation \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ Province/State \_\_\_\_\_ Postal/Zip Code \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ Alternative Phone \_\_\_\_\_

Email Address \_\_\_\_\_ Alternative Email Address \_\_\_\_\_

### MASTER HERBALIST DIPLOMA PROGRAM

ONGOING ENROLLMENT: START DATE \_\_\_\_\_ END DATE \_\_\_\_\_

DURATION: 1 YEAR / 52 WEEKS (600 HOURS)

LANGUAGE OF INSTRUCTION: ENGLISH

METHOD OF DELIVERY: DISTANCE EDUCATION: SELF-DIRECTED LEARNING

CREDENTIAL AWARDED: DIPLOMA

**ADMISSION REQUIREMENTS:** Dominion Herbal College Chartered Herbalist Diploma Program

### FEE SCHEDULE – ALL PRICES ARE IN CANADIAN DOLLARS AND ARE SUBJECT TO CHANGE

Registration	\$250.00 <b>non-refundable</b>
Program	\$745.00
TOTAL PAYMENT Due with Student Enrollment Contract	<b>\$995.00</b>

**NOTE:** MAILING COSTS ARE THE RESPONSIBILITY OF THE STUDENT.

### PAYMENT INFORMATION

All fees are in Canadian dollars and can be paid by money order, cheque or credit card. Make money orders and cheques payable to Dominion Herbal College. NSF cheques will result in a \$35.00 surcharge and must be replaced by a credit card payment. Dominion Herbal College will not process enrollment contracts received without receipt of a money order, cheque or complete credit card information. Students must choose a payment method below.

**Payment Method** (check one):☐ **Payment by money order/cheque:** I have enclosed a money order/cheque in the amount of \$ \_\_\_\_\_☐ **Payment by credit card:** ☐ Visa ☐ MasterCard ☐ American Express

I hereby authorize Dominion Herbal College to charge my credit card by providing the following information:

Credit Card # \_\_\_\_\_ Expiry Date \_\_\_\_\_ / \_\_\_\_\_ Amount \$ \_\_\_\_\_  
MM YY

Cardholder Name (Please Print) \_\_\_\_\_ Credit Card Security Code \_\_\_\_\_

Cardholder Signature \_\_\_\_\_

## **REFUND POLICY**

1. Written Notice
  - a) A written notice of withdrawal or dismissal must be provided:
    - i) By the student to the institution when the student withdraws from the program; or
    - ii) By the institution to the student where the institution dismisses the student from the program.
2. Refund Entitlement
  - a) Refund entitlement is calculated on the total payment due under the contract, less the applicable non-refundable registration fee. Where total payment has not yet been collected, the institution is not responsible for refunding more than has been collected to date and a student may be required to make up for monies due under the contract.
3. Refund Policy for Students
  - a) Refunds before the program of study begins:
    - i) If written notice of withdrawal is received by the institution within seven (7) calendar days after the contract is made and before the commencement of the period of instruction specified in the contract, the institution will retain 5% of the total tuition due under the contract to a maximum of \$250.00.
    - ii) 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 and more than seven (7) calendar days after the contract was made, the institution will retain 10% of the total tuition due under the contract to a maximum of \$1,000.00.
    - iii) 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 and more than seven (7) calendar days after the contract was made, the institution will retain 20% of the total tuition due under the contract to a maximum of \$1,300.00.
  - b) Refunds after the program of study starts:
    - i) If written notice of withdrawal is received by the institution or a student is dismissed up to and including 10% of the period of instruction specified in the contract has elapsed, the institution will retain 30% of the tuition due under the contract.
    - ii) If written notice of withdrawal is received by the institution or a student is dismissed where more than 10% and up to and including 30% of the period of instruction specified in the contract has elapsed, the institution will retain 50% of the tuition due under the contract.
    - iii) If a student withdraws or is dismissed where more than 30% of the period of instruction specified in the contract has elapsed, no refund is required.
  - c) Refunds for international students requiring a Study Permit (and Work Permit) for career training programs:
    - i) The institution will retain the lesser of 10% of the total tuition due under the contract or \$400.00 for international students who are denied Study Permit (and Work Permit) authorization from Citizenship and Immigration Canada. Students denied a Study Permit (and Work Permit) must provide the institution with a copy of the denial letter(s) prior to the program start date as set out in the institution's most recently issued Letter of Acceptance. Should a student fail to so advise the institution, or choose to withdraw for other reasons, the Refund Policy as set out above will apply.

## **RE-REGISTRATION POLICY**

Dominion Herbal College provides an opportunity for students unable to complete their respective year of a program within the one-year duration to re-register for a one-year extension.

Procedure for career training programs:

1. Students must apply for re-registration within their respective one-year enrollment period.
2. Students are responsible for costs relating to re-registration.
3. Students are assessed to determine if they are required to complete and purchase current program materials if program materials have been updated.
4. Credit will be given for completed lessons and midterms except when students are assessed and required to complete updated program materials. Clinical Herbal Therapy Diploma Program students will be given credit for completed supervised clinic training hours and clinic assignments.
5. Clinical Herbal Therapy Diploma Program students are required to complete an additional fifty (50) supervised clinic training hours in addition to the uncompleted supervised clinic training hours for their respective year.
6. For students who do not complete their respective year of a program by the end of the one-year extension period, their program enrollment will expire and they will have to re-enroll in their respective year of the program at the full program fee and no credit will be given for completed lessons and midterms. Clinical Herbal Therapy Diploma Program students will not be given credit for completed supervised clinic training hours and clinic assignments.
7. Re-registration does not apply if student enrollment has expired or been terminated.

Procedure for short duration programs:

1. Students must apply for re-registration.
2. Students are responsible for costs relating to re-registration.
3. Credit will be given for completed lessons.
4. Re-registration does not apply if student enrollment has been terminated.

## **PRIVACY POLICY**

Dominion Herbal College collects the student's personal information for the following reasons:

- To maintain student records as required by PCTIA.
- To keep students and graduates informed of the institution's activities.
- To issue T2202A's in accordance with the Canada Revenue Agency.

The student's 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.

For all career training programs, Dominion Herbal College sends a copy of the student's contract, transcript and credential (if any) to an approved third-party vendor. This record is retained for a period of fifty-five (55) years by the third-party vendor.

Dominion Herbal College retains the full student file for a period of seven (7) years following the student's withdrawal, dismissal or graduation. After seven (7) years the full student record may be destroyed using a secure destruction method.

Under the Personal Information Protection Act, students are entitled to access their student file.

Procedure for maintaining student files:

1. Student personal information is collected throughout the student's attendance at the institution. All required information regarding the student is placed in the student file.
2. Student files containing personal information are safely stored and access to the student files is limited to the appropriate administrative staff members.
3. When a student has completed a program of study, a transcript and credential are prepared. These documents are signed by the appropriate administrative staff member(s) and a copy of the signed documents are placed in the student file.
4. For career training programs, within thirty (30) days of the student leaving the institution, a copy of the student's contract, transcript and credential (if any) are sent to the third-party vendor for long-term storage.
5. After the documents are sent for long-term storage, the full student file is placed in storage for seven (7) years.
6. At the end of the seven-year storage period, the full student file may be destroyed using a secure destruction method.

Procedure for student access to the information on file:

1. Students wishing to access the information in the student file must make the request in writing.
2. The Registrar will review the file with the student and will provide copies of any document the student requests with the exception of exams.
3. The student will pay \$0.25 per page for the requested documents copied.

Procedure for authorizing release of information:

1. If a student wishes to authorize a third party to access information in his/her student file, the student must do so in writing.
2. The institution will not release information to any person other than people authorized by the student to access information unless required to do so by legislation, a subpoena, court order or if release of information is necessary as part of an ongoing police investigation.

***A diploma will be issued upon successful completion of all academic requirements and financial obligations to Dominion Herbal College.***

#### **STUDENT DECLARATION**

**My signature below certifies the following: (a) I have read, understood and agreed to the terms and conditions of this enrollment contract; (b) I have read, understood and agreed to the policies of this enrollment contract and the Program Outline; (c) 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 (d) The information provided by me on this enrollment contract is true and accurate and that I am 19 years of age or older (If under the age of 19, a parent or legal guardian must also sign this enrollment contract).**

Student Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

Signature of Parent/Legal Guardian \_\_\_\_\_ Date Signed \_\_\_\_\_

#### **INSTITUTION DECLARATION**

**The institution agrees to deliver the program according to the terms of this enrollment contract. The institution reserves the right to make minor adjustments to the program and/or delivery. The institution certifies that the student has met the admission requirements for the program of study and has received a signed copy of this enrollment contract. The institution acknowledges having received payment in full.**

Bernice Birzneck, Registrar

Registrar Signature \_\_\_\_\_ Date Signed \_\_\_\_\_