



INSTITUTE OF HOLISTIC NUTRITION ONLINE
LIVE & SELF-PACED on-line training, taught by industry leaders
delivering high calibre in-depth nutrition education

APPLIED HOLISTIC NUTRITION DIPLOMA IHN-OL SELF-PACED PROGRAM

The ***Applied Holistic Nutrition Diploma Self Paced*** program provides a Diploma upon graduation and a Certified Nutritional Practitioner (CNP) certification. There are 397 Lecture hours and a mandatory minimum 100-hour co-op placement totaling 497 program hours, with an additional projected 1732 hours of independent study including case studies, course work, readings and examinations. The program is lasting approximately one year and available up to 3 years to complete from program commencement date. ***Language of Instruction is English – Strictly on-line delivery.***

Program Details

Entry is usually as per structured semesters January, May, and September starts. Registration is open year-round. Students on average complete the program in one year (*full-time study*) and all students have up to 3 years to complete the Diploma in Applied Holistic Nutrition program. Within this time frame, students must adhere to their registration schedule. All course content is delivered online. Digital course notes are provided at the start of each course, ensuring the most up-to-date material is available. All books on the required textbook list are available to purchase from IHN-On-Line.

Admission Requirements

To be eligible for entry, applicants must provide prior to commencement of program:

- ☐ Accredited High School Diploma **OR** Mature Student Status (minimum 21 years of age) **OR** Canadian Adult Achievement Test-Level D (CAAT-Level D) **OR** Certificate of Graduation or equivalent **OR** Post-secondary documentation
- ☐ Completed IHN-On-Line Enrolment Contract
- ☐ An autobiography (2-3 pages typed and doubled-spaced about yourself and your interest in this field)
- ☐ A Program Advising Session
- ☐ English Language Proficiency, when necessary
- ☐ Non-refundable enrollment fee
- ☐ Government Issued Photo Identification

*All documentation is to be emailed to registration@ihn-on-line.com. Please note that registration cannot be processed without: a completed enrollment contract, a program advising session, all required documentation, and a non-refundable enrollment fee of CDN \$250, regardless of the chosen payment option.

Payment Fees - Schedule Options

Upon registration, IHN-On-Line requires a CDN \$250 non-refundable tuition deposit/enrollment fee. Acceptable methods of payment are Cash, E-Transfer, Cheque, Interac, MasterCard, Visa and Money Order. All tuition invoices/receipts are e-mailed, unless requested otherwise. No refunds are issued upon payment plan option changes.

Option A Enrollment fee (*non refundable*) due with registration: CDN \$250.00
 4 installments (*3-month intervals recommended*): CDN \$1,650.00.
 First installment is due prior to the commencement of Semester.
 Semester start dates: Jan, May, Sept.

Option B Enrollment fee (*non refundable*) due with registration: CDN \$250.00. Payment of tuition on a course-by-course basis is due on or prior to the first day of class. Please view IHN-On-Line's website or ask a Program Advisor for details. The course fees are subject to change at any time, with the student paying the most current fee for a course.

Course Exemptions

Official transcripts must be submitted before the commencement of the program in order for a tuition reduction to be processed for exemptions granted. Official transcripts submitted or request for exemption after the student commencement of the program will receive consideration for course exemption but will receive NO tuition credit.

Canadian Residents - T2202 Tax Receipts

Social Insurance Numbers (SIN) must be provided as per Canada Revenue Agency for the issuance of tax receipts where applicable. Tax receipts, where applicable, within Canada Revenue Agency guidelines will be issued, for the tuition portion fees paid during the applicable tax year. For more information visit:

<https://www.canada.ca/en/revenue-agency/services/tax/individuals/topics/about-your-tax-return/tax-return/completing-a-tax-return/deductions-credits-expenses/line-32300-your-tuition-education-textbook-amounts/message-educational-institution.html#wb-info>

Mandatory for Canadian Residents
 Please enter your SIN below:

Option B – Per Course

IHN-OL SELF- PACED Applied Holistic Nutrition Diploma Program

Course	Description	Credit Value	Price
MODULE 1			
FN001	Nutrition & Health: The Fundamentals	12	CAN \$525
BC001	Biological Chemistry	7	CAN \$352
AMB02	Ayurveda: Mind/Body Healing	7	CAN \$308
NE009	Nutrition & the Environment + Field Trip	7	CAN \$400
MODULE 2			
HAP01	Human Anatomy & Physiology <i>Recommended Prereq: BC001</i>	12	CAN \$525
NP07	Nutritional Pathology <i>Prereq: HAP01</i>	10	CAN \$395
BM002	Body Metabolism <i>Prereq: BC001 & HAP01</i>	7	CAN \$352
PHC005	Preventive Health Care <i>Recommended Prereq: FN001</i>	9	CAN \$352
FSN013	Fitness & Sports Nutrition <i>Recommended Prereq: BM002</i>	6	CAN \$308
MODULE 3			
CD011	Comparative Diets	7	CAN \$308
HM008	Herbal Medicine + Herb Walk	8	CAN \$439
NLS010	Nutrition through the Lifespan	7	CAN \$352
NS003-I	Nutritional Symptomatology Part 1 <i>Prereq: HAP01</i>	9	CAN \$439
NS003-II	Nutritional Symptomatology Part 2 <i>Prereq: NS003: Part 1</i>	10	CAN \$439
MODULE 4			
POD012	The Psychology of Disease	8	CAN \$352
HFP04	Holistic Food Preparation	5	CAN \$339
NR006	Advanced Nutrition Research	6	CAN \$268
PSD01	Professional Skills Development	8	CAN \$352
PP001	Professional Practice	8	CAN \$395
*Prices indicated are per course & may not be cumulative		Total 397 hours	
PP002	Professional Co-op Placement - Mandatory Minimum	15	TBA 100 N/C
NOTE: Projected	1,400 Self Study hours + 332 Examination Hours	Total Program Hours 2229	

ENROLLMENT CONTRACT – Online Applied Holistic Nutrition Diploma Program**This Enrollment Contract is subject to IHN-Online's Acceptance Criteria and Refund Policy**

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The undersigned person hereby enrolls as a student of Institute of Holistic Nutrition On-Line Inc.;

**All Fields are Mandatory*Mr. ☐ Miss ☐ Mrs. ☐ Ms. ☐

Student: Last Name Student: First Name and Middle Name

Mailing Address: Street Name and Number City Province/State Postal/ZIP Code

Student Telephone Number Cell Phone Number E-Mail Address

Permanent Address: Street Name and Number City Province/State Postal/ZIP Code

Country Date of Birth MM/DD/YYYY Where did you hear about IHN-OL?

Emergency Name / Relationship / Contact #

Secondary School Attended City, Province, and Last Year Attended Diploma/Certificate

Post-Secondary School Attended City, Province, and Last Year Attended Degree/Diploma/Certificate

Payment Options:*Please select:*OPTION: ☐ A ☐ B**Mandatory Field****Please fill in:***

I authorize Institute of Holistic Nutrition On-line Inc. to automatically charge my credit card provided below to process payment(s) of my tuition installment(s), mandatory digital course notes and/or other materials associated with program when due.

CREDIT CARD NUMBER _____ EXPIRY DATE ____ / ____ CVV No. ____ VISA ☐ MASTERCARD ☐

Name on Card: _____ Signature _____ Date: _____ (MM/DD/YY)

Fees

Tuition Fees			
Non-Refundable Enrollment Fee – due on registration	CDN\$	250.00	
Tuition – Option A - 4 installments (3-month intervals recommended): CDN \$1,650.00	CDN\$	6,600.00	
Tuition – Option B – Pay per course	CDN\$	See Chart above	
<input checked="" type="checkbox"/> Mandatory Digital course notes fee	CDN\$	190.00	
Optional Fees			
Additional transcripts (transcript received upon graduation is complimentary)	CDN\$	50.00	+ HST
Returned cheque(s) results in an NSF charge	CDN\$	25.00	+ HST
On-Line/Self Paced Transfer Fee	CDN\$	250.00	+ HST
Course Grade Resolution Dispute	CDN\$	50.00	+ HST
Reprinting of official Diploma and/or CNP Certification documents - each document cost:	CDN\$	50.00	+ HST
Mailing of official documents			
Within Canada:	CDN\$	25.00	+ HST
International:	CDN\$	45.00	

- Books may be purchased on a course-by-course basis and are supplied through IHN-On-Line.
- Students must retake and pay for any failed course. Full charges of the current course price will apply and are due on or before the first class of the course.
- All academic and financial obligations must be met before grade reports, transcripts, certificates and diplomas are issued and/or released.
- For refund requests where the original credit card is no longer valid a 5% charge of the refunded amount will be levied.

Additional Considerations

- Upon program commencement, the enrollment fee, administrative fees, and tuition paid to date is valid up to 3 years.
- Minimum Technical Requirements: *(Access to a computer and internet connection meeting minimum requirements)*
 - Access to a computer with Operating system: Windows 8, 10; Mac iOS6, Apple OSX 10.4 with at least 1GB Memory and 1GB Storage Space
 - Adobe Reader, Microsoft Office, Webcam, Microphone, High-Speed internet connection
 - Internet Browser: Google Chrome, Firefox, Internet Explorer, Edge, Safari 6
- An individual has up to 3 years to complete the program from the initial start date. This enrollment contract and program becomes null and void after the 3-year period from initial start date.
- I, hereby release Institute Of Holistic Nutrition On-line Inc., and all affiliates, from any claims of damage or liability arising from any incident, accident, injury that may occur from the participation during any program at any location the said participation in the program is held or occurring including Co-Op and any field trip, herb walks or any other associated event.

- I, hereby agree that all program courses, course material, lectures, course notes, and program intellectual property is the exclusive property of Institute Of Holistic Nutrition On-line Inc., and/or its affiliates and is subject to copyright protection and laws; and that the unauthorized distribution or sharing of is strictly prohibited and is grounds for immediate expulsion from the program without refund.
- Tuition refunds: A portion of the tuition fees only may be refunded as outlined by the refund policy. Failure to attend lectures or not submitting coursework does not constitute an automatic withdrawal or refund status.
- Refund Policy - Conditions: Tuition paid will be eligible for refund until access is provided for commencement of the program less enrollment and admin fees. Once access is provided to student, no refund is eligible.

- **Official Exemptions**

Applicants with credits from an accredited post-secondary educational institute may be exempt from certain health science courses only, provided that these credits meet IHN-On-Line's standards. Exemptions may be provided at the IHN-ON-LINE's discretion:

- Human Anatomy and Physiology (HAP01)
- Organic Chemistry (BC001)
- Biochemistry (BM002)

Students who seek advanced standing must apply to an IHN Program Advisor with official transcripts from a recognized post-secondary school a minimum of 2 weeks prior to the commencement of the program or individual course to receive exemption consideration. To receive a course exemption, two full semesters must be completed within the relevant program of study within the past ten years. An average of 70% or above in the related course is required. If advanced standing is granted prior to registration, a tuition deduction of the course exemption amount will be applied. Official transcripts submitted after the commencement of the program will receive consideration for course exemption but will receive no tuition credit.

- Graduation Eligibility Policy – To qualify for the annual Spring graduation; please refer to the following assigned deadline of Feb 15 to complete the following: required course work completion, field trips (herb walk and farm trip) and the mandatory Agreement/Evaluation Form completion minimum required 100 Co-op hours submitted to IHN-OL.
- Attendance policy: Attendance in the Self-Paced program is considered the observance of the video lectures. All lecture videos must be watched to ensure proper instruction is provided while maintaining academic integrity. Watching the lecture videos is mandatory and is an integral part of the learning process. Student's progress through the Self-Paced program is monitored and audited to ensure compliance. A student's inability to abide by this policy will result in a course failure.
- Tuition Fees Policy: Students are responsible for paying their tuition in order to gain access to the program and course materials. Updates to credit card information are the responsibility of the student. All tuition and fees are due in Canadian currency equivalency.
- Academic Dismissal Policy: *(Any dismissal/expulsion from the program results in no refund to the student)* A student will be dismissed from the program without warning for gross misconduct, as outlined in IHN-On-Line's Code of Conduct. Copyright, unauthorized distribution of program materials is grounds for immediate dismissal from the program without refund.

Continued on next page;

- **Sexual Violence & Harassment Policy:** IHN-On-Line is committed to providing its students with an environment free from sexual violence and treating anyone who reports incidents of sexual violence with dignity and respect. This Sexual Violence Policy defines sexual violence and outlines IHN-On-Line's policies and procedures for training staff and students and reporting and responding to complaints of sexual violence made by or involving its students.
 - Any person(s) accused of engaging in sexual violence will be referred to as the "Respondent(s)" and the person(s) making the allegation as the "Complainant(s)". If this policy conflicts with any other of the IHN-On-Line's policies, the Sexual Violence Policy prevails.
 - **Definition of Sexual Violence:** Sexual violence means any sexual act or act targeting a person's sexuality, gender identity or gender expression, whether the act is physical or psychological in nature, that is committed, threatened or attempted against a person without the person's consent, and includes sexual assault, sexual harassment, stalking, indecent exposure, voyeurism, sexual exploitation and the distribution of a sexually explicit photograph or video of a person to one or more persons other than the person in the photograph or video without the consent of the person in the photograph or video and with the intent to distress the person in the photograph and video.

*The complete IHN-On-Line Sexual Harassment Policy will be provided upon acceptance to the program.

**Mandatory Field*

☒ I certify that I have read, understood and agree to the **Additional Considerations** section above.

Date _____

(Signature of Student)

**Mandatory Field*

Consent to Use of Personal Information

This information may be used by IHN-On-Line, and other students when they are deciding where to obtain their training. The consent set out below will help IHN-On-Line to ensure that current and future students receive current and timely information and program updates.

I, (Enter Name) _____, allow Institute of Holistic Nutrition Online Inc. to give my name, address, telephone number, e-mail address and other contact information to its affiliated partners for the purposes checked below:

- ☒ To collect information on the performance of Institute of Holistic Nutrition Online Inc., for example, the percentage of students who graduate from programs and the percentage of graduates who find employment; and
- ☒ To determine whether The Institute of Holistic Nutrition Online Inc. has met its performance objectives.
- ☒ For Institute of Holistic Nutrition Online Inc. to occasionally take photos and video of students throughout the program for use towards promotional and marketing materials. By signing below, you are authorizing Institute of Holistic Nutrition Online Inc. to use your photo(s) in trade publications, flyers, handouts, and web media without compensation.

**Mandatory Field*

(Name of Student)

(Signature of Student – Enter Name)

Date

Acknowledgement: I, (Enter Name) _____, acknowledge that I have received, read and agree to abide by the following:

- The Consent to Use of Personal Information
- Institute Of Holistic Nutrition On-Line's Rules and Regulations (provided upon acceptance)
- The Payment Schedule
- Graduation Eligibility Policy
- Student Complaint Procedure
- Refund Policy
- Tuition Policy
- Academic Dismissal Policies
- Sexual Violence and Harassment Policy(s)

**Mandatory Field*

Signature of Student

Date

Institute of Holistic Nutrition Online Inc. does not guarantee employment for any student who successfully completes a vocational program offered.

It is understood that fees are payable in accordance with the fees specified in this Enrollment Contract and all payments of fees shall become due forthwith upon a statement of accounting being rendered. **Institute of Holistic Nutrition Online Inc.** reserves the right to cancel this Enrollment Contract.

**Mandatory Field*

☒ I certify that I have read, understood and have received a copy of this Enrollment Contract.

The undersigned student hereby undertakes and agrees to pay, or see to payment of, the fees specified in this Enrollment Contract in accordance with the terms of this Enrollment Contract.

(Signature of Student)

Date

Applicant Documents email to: registration@ihn-on-line.com

- ☐ Autobiography
- ☐ Government Issued Photo Identification
- ☐ Exemption Documents – for considerations

Institute of Holistic Nutrition Online Inc. agrees to supply program to the above-named student upon the terms herein mentioned. Institute of Holistic Nutrition Online Inc. may cancel this Enrollment Contract if the above-named student does not meet the admission requirements of Applied Holistic Nutrition Diploma program before the program begins.

IHN-Online Administration

Date

Program Advisor: _____

IHNOL Digital Course Notes Copyright and User Agreement

USER EXPECTATIONS: I, _____ acknowledge, understand and agree to the following terms:

- I acknowledge that the "IHNOL Course Notes" is protected under copyright laws. Reproduction and/or distribution of the IHNOL Course Notes without written permission of IHNOL is prohibited.
 - I acknowledge that the material contained within IHNOL Course Notes, (both print and digital versions), is proprietary to The Institute of Holistic Nutrition Online (IHNOL).
 - I agree to not make copies, (digital or otherwise), and that no part of the IHNOL Course Notes publication may be reproduced, distributed, or transmitted in any form or by any means, including photocopying, recording, or other electronic or mechanical methods, without the prior written permission of IHNOL, except in the case of brief quotations embodied in critical reviews and certain other non-commercial uses permitted by copyright law.
 - I will make payment for the purchase of the IHNOL Course Notes on the date that I pay my first tuition installment based on payment option chosen.
- ☒ **I certify that I have read, understood, and agree to the terms above.**

Student Name

Student Signature

Date

ACADEMIC INTEGRITY

Academic integrity is essential to the pursuit of learning and scholarship. The Institute of Holistic Nutrition Online, (IHNOL), treats cases of cheating and plagiarism very seriously. IHNOL's Student Code of Conduct outlines the behaviors' that constitute academic dishonesty and the processes for addressing academic offences.

Potential offences include, but are not limited to:

- Using someone else's ideas or words without appropriate acknowledgement.
- Submitting your own work in more than one course without the permission of the instructor.
- Making up sources or facts.
- Obtaining or providing unauthorized assistance on any assignment.
- Using or possessing unauthorized aids including any and all AI tools, platforms or features.
- Misrepresenting your identity.
- Falsifying institutional documents or grades.
- Falsifying or altering any documentation required by IHNOL.
- Tape-recording, photograph, video-record or otherwise reproduce lecture presentations, course notes or other similar materials provided by IHNOL or instructors.

Sharing IHNOL's intellectual property is prohibited, (not permitted), and covered by the Canadian Copyright Act:

- Posting test, essay, or exam questions to message boards or social media.
- Creating, accessing, and sharing assessment questions and answers in virtual "course groups."
- Any and all reproduction is an infringement of copyright and is prohibited.

Plagiarism:

It shall be an offence for a student knowingly:

- to forge or in any other way alter or falsify any document or evidence required by IHNOL, or
- to utter, circulate or make use of any such forged, altered, or falsified document, whether the record be in print or electronic form.
- to use or possess an unauthorized aid or aids or obtain unauthorized assistance in any academic examination or term test or in connection with any other form of academic work
- to personate another person, or to have another person personate, at any academic examination or term test or in connection with any other form of academic work
- to represent as one's own any idea or expression of an idea or work of another in any academic examination or term test or in connection with any other form of academic work, i.e., to commit plagiarism
- to submit, without the knowledge and approval of the instructor to whom it is submitted, any academic work for which credit has previously been obtained or is being sought in another course or program of study at IHNOL or elsewhere
- to submit any academic work containing a purported statement of fact or reference to a source that has been concocted.

All suspected cases of academic dishonesty will be investigated and action taken following IHNOL procedures.

☒ **I certify that I have read, understood the Academic Integrity section above.**

Signature of Student

Date