INSTITUTE OF HOLISTIC NUTRITION ONLINE
TRAIN TO BECOME A CERTIFIED NUTRITIONAL PRACTITIONER
"Live" on-line training, taught by industry leaders
delivering high calibre in-depth nutrition education

APPLIED HOLISTIC NUTRITION DIPLOMA PROGRAM

The ***Applied Holistic Nutrition Diploma*** program provides a Diploma upon graduation and a Certified Nutritional Practitioner (CNP) certification. There are 564.5 ON-LINE – "Live" Lecture hours and a mandatory 140 hour co-op placement totaling 704.5 program hours, with an additional 1300 hours of independent study including case studies and course work, and readings. The full-time program lasting approximately one year and part-time program lasting approx. two years. ***Language of Instruction is English – Strictly on-line delivery.***

Program Details

Institute of Holistic Nutrition On-line Program covers the same academic requirements as IHN's in-class program including LIVE lectures *(except otherwise indicated)*, cooking classes, and our Co-operative placement program. Registration is open year-round; after registration, students may begin the next available course (as long as no prerequisite is required). Continuous students can complete the program in one year (full-time) or 2 years (part-time), but all students have up to 5 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. Should a student miss the live lecture, a replay will be available for a limited time. Digital course notes are provided prior to the start of each course, ensuring the most up-to-date material is available without incurring additional fees. All books on the required textbook list are available to purchase from IHN-On-Line at an additional fee that is discounted with bulk purchases.

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)
- ☐ In-person interview where possible or online video call or phone interviews are accepted
- ☐ English Language Proficiency, when necessary
- ☐ Non-refundable tuition deposit/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, interview with a program advisor, all required documentation, and a non-refundable tuition deposit/enrollment fee of CDN $250, regardless of the chosen payment option.

Payment Schedule Options (Current fees are applicable to students commencing the program in the year of 2021)

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. You have one opportunity to change your payment plan in relation to options B through C.

Option A Payment in full of CDN $6,200.00 + $250.00 Deposit is required on day of registration for the complete On-Line IHN Applied Holistic Nutrition Diploma Program. This option is not available after the commencement of classes.

Option B Deposit due with registration: CDN $250.00
2 installments (5-month intervals): CDN $3,225.00
First installment is due two weeks before the beginning of Semester.

Option C Deposit 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 annual price increases, with the student paying the most current fee for a course. A change of payment plan C is permitted within the first 3 months and can only be changed to payment plan B.

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:

COURSE BREAKDOWN AND INDIVIDUAL COURSE PRICE LIST

Effective for Courses Commencing in the year of 2021

Option C

Payment of tuition on a course-by-course basis. Payments are due on or prior to the first day of class. The course fees are subject to annual price increases, with the student paying the most current fee for a course. A change of payment plan C is permitted within the first 3 months. Payment plan C can only be changed to payment plan B. Please see below for individual course fees, which are effective for courses commencing in the year of 2021.

Course	Description	Credit Value	Session	Length	Total Hours	Price
FN001	Nutrition & Health: The Fundamentals	12	12 sess.	6 weeks	42	CAN $498
BC001	Biological Chemistry	07	8 sess.	4 weeks	28	CAN $332
HAP01	Human Anatomy & Physiology *Recommended Prerequisite: BC001*	12	12 sess.	6 weeks	42	CAN $498
AMB02	Ayurveda: Mind/Body Healing	07	7 sess.	3.5 weeks	24.5	CAN $290
NE009	Nutrition & the Environment **Field Trip Included*	07	8 sess. *+ Field Trip*	4 weeks	28 *4*	CAN $380
BM002	Body Metabolism *Prerequisite : BC001 & HAP01*	07	8 sess.	4 weeks	28	CAN $332
PHC005	Preventive Health Care *Recommended Prerequisite : FN001*	09	8 sess.	4 weeks	28	CAN $332
NS003-I	Nutritional Symptomatology Part 1 *Prerequisite : HAP01*	09	10 sess.	5 weeks	35	CAN $415
NS003-II	Nutritional Symptomatology Part 2 *Prerequisite : NS003: Part 1*	10	10 sess.	5 weeks	35	CAN $415
NP07	Nutritional Pathology *Prerequisite : HAP01*	10	9 sess.	4.5 weeks	31.5	CAN $374
HFP04	Holistic Food Preparation	05	*3 sess.	3 weeks	18	CAN $219
HM008	Herbal Medicine **Herb Walk Included*	08	9 sess. *+ Herb Walk*	5 weeks	31.5 *3.5*	CAN $415
NR006	Advanced Nutrition Research	06	6 sess.	3 weeks	21	CAN $250
PSD01	Professional Skills Development	08	8 sess.	4 weeks	28	CAN $332
CD011	Comparative Diets	07	7 sess.	3.5 weeks	24.5	CAN $290
PP001	Professional Practice	08	9 sess.	4.5 weeks	31.5	CAN $374
NLS010	Nutrition through the Lifespan	07	8 sess.	4 weeks	28	CAN $332
POD012	The Psychology of Disease	08	8 sess.	4 weeks	28	CAN $332
FSN013	Fitness & Sports Nutrition *Recommended Prerequisite : BM002*	06	7 sess.	3.5 weeks	24.5	CAN $290
				Total	**564.5 hours**	
PP002	Professional Co-op Placement	15		TBA	140	Included

ENROLLMENT CONTRACT – Online Applied Holistic Nutrition Diploma Program

This Enrollment Contract is subject to IHN-Online's Acceptance Criteria and Refund Policy 4

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?

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

Class Schedule & Payment Options

*Select one

CAMPUS TIME ZONE:

☐ Eastern Standard Time (Eastern Campus)

☐ Pacific Time (Pacific Campus)

**Full-time OR Part-time: Select one*

☐ **FULL-TIME:** Monday through Thursday
10 AM – 2 PM

☐ **PART-TIME:**

**Select lecture schedule*

☐ Mondays & Wednesdays
10 AM – 2 PM

OR

☐ Tuesdays & Thursdays
10 AM – 2 PM

- Note: Evening part-time studies are completed via corresponding Daytime Lecture replayed on the evening schedule selected below:

☐ Mondays & Wednesdays
6 PM – 9:30 PM

OR

☐ Tuesdays & Thursdays
6 PM – 9:30 PM

Payment Options:

Please select:

OPTION: ☐ A ☐ B ☐ C

_____

_____

**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			
Tuition – **Option A**	CDN$	6,200.00	
Non-refundable tuition deposit/enrollment Fee	CDN$	250.00	
(Total Tuition + Deposit = CDN $6,200.00 + $250.00)			
Payment Plan Fees			
Payment Plan Administration Fees Option B Administration Fee	CDN$	250.00	
Option C Administration Fee	CDN$	500.00	
Textbooks (prices subject to change) ****HST/GST applies to non-program books***	CDN$	1,222.59	
☑ **Mandatory Digital course notes fee** *Non-Refundable upon commencement of program* **Due with the first installment. This fee includes course notes for the complete diploma program*HST/GST applies if not purchased through program*	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/In-Class 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: International:	 CDN$ CDN$	 25.00 45.00	+ HST
Course Re-take Fee: *where a student wishes to retake a course that has already been successfully completed, payment of 50% of the current course fee plus HST is required.*	CDN$	520.00	+ HST
Payment Plan Administrative Fee ranges from: $200-$500 depending on payment option	CDN$	200-500.	+ HST

- Books may be purchased on a course-by-course basis and are supplied at a discount through IHN-On-Line. *Enquire for custom discounted book packages.
- Students must retake any failed course in the next available session. Full charges of the current course price will apply and are due on or before the first class of the course

- Incomplete courses (dropping out of a course after the 30 percent mark) will be subject to full charges of the current course price on or before the first class of the course.
- If a student wishes to retake a course that has already been successfully completed, payment of 50% of the current course fee is required
- 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

- The non-refundable registration deposit **of CDN $250** is valid up to one year, after which time the registration is null and void
- Upon program commencement, the deposit, administrative fees, and tuition paid to date is valid up to five years from the program withdrawal date and may be used towards the regular diploma program only
- If an individual withdraws, or does not pursue enrollment into courses, for over a period of five years, all Nutrition-related courses must be retaken due to the current nature of the course material
- 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 five years to complete the program from the 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.
- 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.
- Refund Policy: A portion of the tuition fees only may be refunded if written notice of withdrawal from the program or individual course before the applicable deadline. Failure to attend lectures or not submitting course-work does not constitute an automatic withdrawal.
  Refund Conditions:
  Payment Opt.A & B: 100% refund up to one week after the commencement of Lectures, minus the non-refundable deposit of $ 250, digital course notes, and book purchases; A 50% refund up to two weeks after the commencement of Lectures, minus the non-refundable deposit of $ 250, digital course notes, and book purchases; No tuition refunds beyond these dates. Refunds may require up to four weeks to process.
  Payment Option C: 100% refund up to one week after the commencement of course, minus the non-refundable deposit of $ 250, digital course notes, and book purchases; A 50% refund up to two weeks after the commencement of Lectures, minus the non-refundable deposit of $ 250, digital course notes, and book purchases; No tuition refunds beyond these dates. Refunds may require up to four weeks to process.
- **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 November Graduation, please refer to the following 3 categories and assigned deadlines; 1. Required coursework completion, including holistic food preparation Jan. Start – June 1 (18 months later) Sept. Start – Sept. 1 (12 months later) 2. Required Agreement/Evaluation Form completion totaling 140 Co-op hours submitted to your IHN Co-op advisor Jan. Start – July 10 (19 months later) Sept. Start – Oct. 10 (14 months later)

- Attendance Policy: A minimum 75% attendance in all courses is mandatory with the exception of PSD01, NR006, FSN013, AMB02 and CD011 (maximum of one day absence) and HFP04 (no allowable absence). Failure will result, regardless of grade, if the minimum attendance standard is not met. Students on probation are required to attend 90% of all classes. There is a zero tolerance policy on absenteeism for placement practicum hours. Tardiness is disruptive to everyone and will not be tolerated. Students arriving late more than three times, in more than one course will be given a disciplinary letter of warning. Students who miss 30 minutes or more of class time in one day will be documented as a half class missed. Two missed half classes will total one complete session unattended.

- Tuition Fees Policy: Students are responsible for paying their tuition on time as per their contract. Missed or late payments are subject to 2.5% per week interest. Updates to credit card information are the responsibility of the student. All tuition and fees are due in Canadian currency

- Academic Dismissal Policy: *(Any dismissal/expulsion from the program results in no refund to the student)* A student will be dismissed from the program after failing five different courses or the same course four times from the commencement of the program. Four consecutive semesters on Academic Probation is grounds for dismissal. Gross misconduct, as outlined in IHN-On-Line's Code of Conduct, will result in immediate dismissal without warning. Copyright, unauthorized distribution of program materials is grounds for immediate dismissal from the program without refund.

- Academic Probation Policy: Academic Probation is a status established in order to monitor a student's academic progress and assure professional competency upon graduation. A student will be placed on Academic Probation for failing three different courses, the same course twice, and/or arriving late more than three times in any two courses from the commencement of the program. Probation will result if a student fails to comply with the expectations outlined in IHN-On-Line's Code of Conduct. Academic Probation may be lifted after six months of active study.

- Academic Suspension Policy: Academic Suspension will result when a student fails four different courses or the same course three times from the commencement of the program. Failure to comply with IHN-On-Line's Code of Conduct may result in Academic Suspension. A student on Academic Suspension may return to their studies in six months' time on terms of Academic Probation for six months.

- 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 the any other of IHN-On-Line's policy, 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)*
- Attendance Policy
- The Payment Schedule
- Graduation Eligibility Policy
- Student Complaint Procedure
- Refund Policy
- Tuition Policy
- Academic Suspension, Probation and Dismissal Policies
- Sexual Violence and Harassment Policy(s)

**Mandatory Field*

_____ Date _____

Signature of Student

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 if the undersigned student does not attend classes during the first 14 days of the program begins.
**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.

_____ Date _____

(Signature of Student)

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: _____

INSTITUTE OF HOLISTIC NUTRITION ONLINE
TRAIN TO BECOME A CERTIFIED NUTRITIONAL PRACTITIONER
"Live" on-line training, taught by industry leaders
delivering high calibre in-depth nutrition education

IHN Course Notes Copyright and User Agreement

Institute of Holistic Nutrition Online (IHN Online) has transitioned to digital course notes which benefits students in the following ways:

- A significant decrease in the overall cost of required course material (Originally $490.50, now $190.00 CAD)
- Lessen the environmental impacts of printing hard copies of course notes.
- Ability to download and print only portions of notes that are required by students.

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

- I acknowledge that the "IHN Online Course Notes" is protected under copyright laws. Reproduction and/or distribution of the IHN Online Course Notes without written permission of IHN Online is prohibited.
- I acknowledge that the material contained within IHN Online Course Notes, (both print and digital versions), is proprietary to Institute of Holistic Nutrition Online (IHN Online).
- I agree to not make copies, (digital or otherwise), and that no part of the IHN Online 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 IHN, 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 IHN Online Course Notes on the date that I pay my first tuition installment.

☑ I certify that I have read, understood, and agree to the terms above;

_____	_____	_____
Student Name	Student Signature	Date