

Diploma in Holistic Nutrition - Student Enrolment Agreement

Edison Institute of Nutrition

1918 Boul Saint-Régis
Dorval, QC
Canada
H9P 1H6

Phone: 1- 800 - 456 - 9313
Phone: 514 - 400 - 0969
Fax: 1- 888 - 466 - 5574
E-mail: info@edisoninst.com

Applicant Data: Please complete the following application and fax or email to the Edison Institute of Nutrition.

The undersigned person hereby enrolls as a student of Edison Institute of Nutrition Inc for the Distance Education - Diploma in Holistic Nutrition Program. Please type or print clearly and be sure to complete and sign the application form.

Commencing on: Month Day Year **Expected Completion Date:** Month Day Year

Credential to be awarded upon successful completion of program: **Diploma in Holistic Nutrition**

Name of Applicant _____ Date of Birth _____ M F O
MM/DD/YYYY

Address _____

City _____ Province/State _____ Country _____ Postal/Zip Code _____

Shipping Address (if different than above) _____

City _____ Province/State _____ Country _____ Postal/Zip Code _____

Telephones (incl. area code): Home _____ Cell _____ Fax _____ - _____

E-mail address _____

Yes, I would like to receive the Edison Institute monthly newsletter. Newsletters include the latest nutrition information, protocols, products, webinar group discussion and employment opportunities.

Course Curriculum

Total module hours: 2000 inclusive of all subjects

Exam hours: 6 (3 midterm exam, 3 final exam)

Program Language: English

Admission Requirements

- Ontario Secondary School Diploma or equivalent; **or**
 - Students are 21 years of age or older
 - Application fee (non-refundable) of \$250.00 CAD, Assessment Fee of \$80.0 if applicable (non-refundable)
 - A photo suitable for your Student ID card
 - 200-word autobiography about yourself, how your interest in this field came about and your vision for the future
 - Advanced Standing Credit Assessment Fee for Transcript Evaluation (optional & non-refundable) of \$80.00 CAD
- Only official transcripts mailed directly from institutions will be evaluated. If you are not seeking exemptions, there is no need to send a transcript.

Postsecondary Education that will apply for Advanced Standing Credit Assessment:

College/University/Institution	Major	Degree Earned	Date	Name on Transcript

Payment Information

Please indicate payments included and tuition payment option:

Application Fee \$250.00 Assessment Fee \$80.00 Onetime payment option \$4,300.00 Pay by Module

Textbook fees will be billed by the module and are subject to change. A \$75.00 fee will apply to midterm & final exams.

All fees are in Canadian dollars.

Please indicate method of payment: Interac On-line Payment (payable to: Edison Institute of Nutrition; email: info@edisoninst.com)

VISA MasterCard Money Order Certified cheque

Please call us with your credit card information - do not include in email application.

Privacy Policy

The Edison Institute of Nutrition (EIN) values the privacy of all students. Personal information such as name, address, email address, and telephone number are kept on file for identity and contact purposes. Student date of birth, program enrolment, date of enrolment, photo, and credit card numbers are kept on file for verifying enrolment and processing orders for course work and texts. Transcripts are kept in electronic form for 30 years. All student files are confidential and are available only to the administrative staff and the student.

There are rare instances where EIN may collect, use or disclose, your personal information without your consent as required and permitted by law, for example 1) to collect a debt owed to us; 2) to meet government tax reporting requirements; and 3) to comply with an order made by a court. EIN takes precautions to protect your personal information against unauthorized access.

Sexual Violence and Harassment Policy

Edison Institute of Nutrition is committed to providing an environment where all students and faculty are treated with respect and dignity. We believe that our environment should be safe and free of sexual, physical, verbal violence, abuse or harassment. EIN will not tolerate any form of violence or harassment in an EIN location, online or thorough social media venues. To report an incident or to access EIN's student support services regarding violence or harassment be it verbal, physical, written or expressed through an EIN social media site, students are asked to contact the director of the school – Lynne Hinton or Marlene Marshall at 1-800-456-9313 or info@edisoninst.com. The director in conjunction with the victimized student or faculty member will determine whether to investigate the incident internally, to involve the appropriate authorities, or whether the student or faculty member solely prefers to receive information about community resources and support.

Expulsion Policy

I hereby fully understand and agree that acceptance by EIN is provisional and students may be subject to expulsion without recourse if they violate any of the terms of the contract agreement or do not meet EIN standards including:

- Edison's copyright and intellectual property of educational materials (legal action may additionally be taken against such violations).
- Not completing the course in the established timeframe.
- Not making the necessary, established payments in a timely fashion.
- Not following Jurisprudence laws of practice.
- Failure of the same course twice
- Cheating on a test or assignment or allowing their work to be copied.
- Dishonesty in any form, misrepresentation, plagiarism, unethical behaviour.
- Consistent tardiness, abusive language or behaviour.
- Acts of discrimination or harassment to fellow students, instructors, or administrative staff.
- If they misrepresent themselves as a practitioner while they are still a student.

Academic Probation

Academic probation is a status established to monitor a student's academic progress and assure professional competency upon graduation. A student will be placed on Academic Probation for having failed one course. Academic Probation may be lifted after passing the failed course.

Refund Policy

The application fee, assessment fee and shipping fees are non-refundable. A full refund of tuition fees, if cancellation is received in writing with 10 days from commencement of program/receipt of materials. A 50% refund on unused tuition fees if cancellation is received with 30 days from commencement of program/receipt of materials. Withdrawal after 30 days results in no tuition refund. All unused program curriculum must be returned prior to refund being issued. A 15% processing fee will apply to all current textbooks returned in resalable condition within 20 days from date of cancellation.

Student Complaint Procedure

The Edison Institute of Nutrition provides an opportunity for students to resolve disputes of a serious nature in a fair and equitable manner. When a concern or dispute arises, the student should first address the concern in writing Marlene Marshall Co Director by email: marlene@edisoninst.com, by fax 1888 466-5574 or by mail to the above address. Once the complaint is received and reviewed the student will be contacted within 48 hours, the student will have the opportunity to verbally submit and discuss further information and concerns.

The necessary inquiries and/or investigations shall be conducted, and the co-director will do one of the following within 10 school days:

- I. If it is determined that the student's concerns are not substantiated, Edison Institute will provide a written explanation of the decision and deny the complaint; or
- II. If it is determined that the student's concerns are substantiated in whole or in part, the Institution will provide a written explanation and propose a resolution
- III. If the student is not satisfied with the dispute outcome at this level, the student may meet with Lynne Hinton Co Director, at the above contact information to discuss the dispute with an outline for resolution

Payment Schedule

Tuition Fees: One-time payment (not available after commencement, for custom programs or from Intro to Diploma)	\$4,300.00	No tax
Reactivation fee: 1-year extension of timeline beyond the 3-year term	\$350.00	+HST**
Non-refundable registration fee - valid up to 1 year after which the registration is null and void	\$250.00	No tax
Non-refundable Credit Transfer Assessment fee (optional)	\$80.00	+HST
Official Diploma and Transcript upon graduation	No charge	
Reprinting and/or additional transcript, diploma or T2202A documents	\$25.00	+HST
Returned cheque (NSF)	\$40.00	+HST
Textbooks*	\$1215.00	+GST
Audio files/questionnaires*	\$226.50	+HST
Midterm and Final exams (per exam)	\$75.00	+HST
Pay by the Module Tuition Plan*: payment is required prior to shipping of each module		
Module 1	\$720.00	No tax
Module 2	\$720.00	No tax
Module 3	\$816.00	No tax
Module 4	\$960.00	No tax
Module 5	\$624.00	No tax
Module 6	\$960.00	No tax
Reactivation Fee: 1-year extension of timeline beyond the 3-year term	\$150.00	+HST
* EIN reserves the right to make changes in fees for textbooks, audio files, tuition, course content, policies or any other content at any time without notice. Shipping and applicable taxes** are based on student's location and not included above. Fees above do not reflect custom module tuition fees.		

Acknowledgement

I fully understand and agree with all Student Enrolment Contract policies. I fully understand and agree that all course curriculum and study materials supplied to me by Edison Institute of Nutrition (EIN) are for my own personal use only. I agree not to share this confidential information with any other person, group, company or organization. I agree not to reproduce or transmit the whole or any part of this material by any means what so ever, electronic or mechanical, photocopying or by any information storage and retrieval system.

I agree that there is **3-year timeframe** for completion of the Practitioner Diploma Program and a passing grade of 80% is required in all subjects, midterm and final exam. I agree to accept all financial conditions and agreements. Tuition receipts will be issued for the current tax year based on tuition paid and work completed during the tax year.

I clearly understand that nutrition is a science of wellness whose sole purpose is to teach me how to build and maintain nutritional well-being, both for myself and others. I also understand that the teachings or methods of nutrition are not for diagnosing disease or for providing medical advice. Should I engage in such behaviour, I do so entirely at my own risk and discretion. If medical care should be required, it is the recommendation of EIN and its authors and publishers that capable, qualified medical personnel be consulted.

EIN offers its published material and courses simply for informational purposes, and I specifically relieve EIN and its authors and publishers from any responsibility for the consequences of following any of the recommendations contained in material offered by EIN.

I understand that EIN's programs are not designed to meet any national, state or local licensing or credentialing laws and that it is my responsibility to investigate this area thoroughly.

I release EIN and/or its authors, publishers and instructors from any damages, claims or liabilities whatsoever, as a result of the information presented. I hereby certify the above information presented by me is true and accurate.

Signed _____

Date _____

mm / dd / yyyy