



# Total Health School Of Nutrition

Box 17, Condor Alberta, T0M 0P0 Phone: 403-746-5388 Fax: 403-746-5377 www.TotalHealthSchoolofNutrition.com

This contract is to be used only for programs licensed under the *Private Vocational Training Act* and *Regulation*. These programs appear on the Private Vocational Training Licence posted in the Institution. A copy of this contract signed by both the student and the Institution's authorized representative must be provided to the student within 7 days of signing. Any changes made to this contract must be agreed to and initialed by both parties.

## Part A: Student Information (Required)

Last Name First Name (legal) Alberta Student Number (ASN)

Mailing Address City/Town/Province Postal Code

Email Address Home Phone Cell Phone

## Part B: Program Information (Required)

Diploma in Nutritional Consulting Part-time/Correspondence

Program Name Delivery Mode (*full-time, part-time, online, correspondence*)

78 weeks

Program Length (indicate total hours and total weeks) Start Date End Date

## Part C: Program Fees (Required)

Tuition Fee: \$2250

Minus discount if applicable\*: \_\_\_\_\_

Books: \$500

Total Cost to Student: \_\_\_\_\_

\* 10% Discount for full payment - \$275. See brochure for details. \*Outside US & Canada: Additional shipping costs may apply according to location, please contact us for details.

## Part D: Additional Student Information (Optional)

If you wish to declare that you are an Aboriginal person, please specify:

a) Status Indian/First Nations, b) Non-Status Indian/First Nations, c) Métis, or d) Inuit

*Note: Alberta Advanced Education and Technology is collecting this personal information pursuant to section 33(c) of the FOIP Act as it relates directly to and is necessary to meet its mandate and responsibilities to measure system effectiveness over time and develop policies, programs and services to improve Aboriginal learner success. For further information or if you have questions regarding the collection activity, please contact the office of the Director, Accountability/Outcomes Reporting, Post-Secondary Investments and Outcomes Sector, Alberta Advanced Education and Technology, 10155 102 Street, Edmonton AB, T5J 4L5, (780) 427-7145.*

By signing this contract, the student agrees to and acknowledges the following:

**Institution/Program Information**

- I have researched my chosen profession and this program by contacting potential employers to determine whether the training and credential offered by the Institution are recognized for employment. If the profession is regulated, I have also checked with the appropriate regulatory or professional body.
- I have received a copy of the program outline, a written description of the Institution’s rules and policies that apply to students taking this program, and a graduate report indicating the most recent graduation and job placement rates for this program.
- I have toured the Institution and have viewed the facilities and equipment available to students (where applicable).
- I am aware of the method in which this program is delivered to students (e.g. self-directed learning, online, traditional lecture)
- I am aware that successful completion of this program does not guarantee employment, specific wages, or a specific salary.

**Admission Requirements**

- I have provided the Institution with appropriate documentation to show that I meet the admission requirements for this program. If I am under 16 years of age, I have confirmed that the Institution has obtained written approval from the Director of Private Vocational Training, Alberta Advanced Education and Technology, for me to enroll in this program.

**Withdrawals/Terminations and Tuition Refunds**

- If I wish to withdraw from this program and terminate the contract, I must provide written notice to the institution in a way that I can verify the date the notice was delivered to the Institution. The contract is considered terminated on the date that the written notice is received by the Institution. I am aware that the Institution may also terminate my enrolment in this program by providing written notice to me. The contract is considered terminated on the date that the written notice is received by me.
- If I am receiving student financial assistance, I will notify my funding source of my withdrawal or the termination of this contract.
- I have reviewed the excerpts of the *Private Vocational Training Regulation* as attached to this contract, and I understand the Regulation with respect to the retention and repayment of fees (i.e. registration fees and tuition refunds) in the case where this contract is terminated. I understand that if I terminate this contract on or before the 4th business day after signing this contract, the Institution must refund any tuition or other fee paid by me or on my behalf.

**Fee Payments**

- I understand that the Institution may withhold my credential if all fees are not paid in full at the time of graduation.

**Student Complaints**

- Concerns regarding my training will first be addressed using the Institution’s student complaint process. If a resolution is not reached, I have 60 days from my last date of attendance in the program to contact the Private Vocational Training branch of Alberta Advanced Education and Technology to discuss my concerns.

**Student Information**

- Upon graduation, I agree to provide the Institution with information regarding my employment status, and my employer’s name and telephone number.
- I consent to the Institution providing the information on this contract along with my graduation and employment status, and employer’s name and telephone number to Alberta Advanced Education and Technology for the purposes of reporting the graduation and job placement information for this program, tracking student mobility through Alberta’s post-secondary education system, and for conducting satisfaction and outcomes research surveys with graduates of licensed programs offered by private institutions.

I have read and understand the information on this contract:

Signature of Student	Printed Name of Student	Date
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Signature of Witness	Printed Name of Witness	Date
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By signing this contract, the Institution agrees to offer the program as licensed in accordance with the *Private Vocational Training Act and Regulation*.

Signature of Authorized Representative	Printed Name of Authorized Representative	Date
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THE PRIVATE VOCATIONAL TRAINING ACT  
RETENTION AND REPAYMENT OF FEES  
(Extract – Alberta Regulation 341/2003)  
(Consolidated up to 349/2009)

**Registration fee**

- 14(1) Subject to subsection (2), a licensee may require a prospective student to pay a registration fee of not more than \$500 before that person's vocational training begins.
- (2) A licensee must not require or accept payment of
- (a) a registration fee in respect of a prospective student until that person has signed a student contract, or
  - (b) a tuition fee in respect of a prospective student before that person's vocational training begins.
- (2.1) Despite subsection (2)(b), a licensee may accept a tuition fee in respect of a prospective student before that person's vocational training begins if the fee is paid by a third party approved by the Director.
- (3) A licensee who receives a registration fee must credit the fee to unpaid tuition if the student commences the vocational training.

**Cooling off period**

- 15 Notwithstanding anything in this Regulation, if a student terminates a student contract on or before the 4th business day after signing the contract, the licensee must refund any tuition or other fee paid by or on behalf of the student.

**Refund of registration fee - before training begins**

- 16(1) If a student terminates a student contract before the vocational training begins, the licensee is entitled to any registration fee paid by or on behalf of the student.
- (2) The licensee must refund any registration fee that has been paid by or on behalf of the student if
- (a) a licensee terminates a student contract before the vocational training begins, or
  - (b) the vocational training does not begin on the commencement date set out in the student contract.

**Refund of tuition - after training begins**

- 17(1) If a student contract is terminated after the vocational training begins, the licensee is entitled to the following amounts of tuition:
- (a) when 10% or less of the vocational training has been provided, 25% of the tuition;
  - (b) when more than 10% but 50% or less of the vocational training has been provided, 60% of the tuition;
  - (c) when more than 50% of the vocational training has been provided, 100% of the tuition.
- (2) If a licensee has received a tuition fee in excess of the amount that the licensee is entitled to under subsection (1), the licensee must refund the excess amount.
- (3) For the purpose of this section, vocational training provided by correspondence is provided as lessons are supplied, marked and returned to the student.

**Abandoning provision of vocational training**

- 18(1) A licensee abandons the provision of vocational training under its licence if the licensee stops providing the vocational training before it is complete and
- (a) there are student contracts for the vocational training that have not been terminated, or
  - (b) all student contracts for the vocational training have been terminated but one or more of the contracts were, in the Director's opinion, terminated by the licensee so that the licensee would not be required to provide the vocational training.
- (2) Notwithstanding sections 16 and 17, if a licensee abandons the provision of vocational training under its licence,
- (a) the licensee must refund all tuition that has been paid in respect of the vocational training, and
  - (b) section 11 applies if the licensee is unable or refuses to make the refund.
- (3) A licensee is deemed to have abandoned the provision of vocational training by correspondence if lessons cease to be supplied, marked and returned to the student.
- (4) A licensee is not considered to have abandoned the provision of vocational training if the Director is of the opinion that the licensee is providing a means to enable a student to complete the vocational training without any disadvantage.
- (5) This section does not require the refund of tuition in respect of a student whose student contract is terminated
- (a) by the student before the licensee abandons the provision of vocational training, or
  - (b) by the licensee before the licensee abandons the provision of vocational training where the termination was made because the student was expelled or for non-payment of fees.

**Payment of refunds**

- 21(1) Subject to subsection (2), a refund of a student's tuition must be paid
- (a) to the student, or
  - (b) in the case of a student who has an outstanding student loan in respect of the vocational training for which the refund is being provided, to the lender that made the student loan.
- (2) If a licensee receives payment of a student's tuition from a government, agency or person other than the student, any refund of the student's tuition must be paid to the government, agency or other person.
- (3) If a licensee is required to refund a registration fee or tuition, the refund must be paid not later than the earlier of the following:
- (a) 30 days from the day the student contract is terminated;
  - (b) the time period specified in an order of the Director.

For information regarding Alberta's private vocational training licensing requirements, please contact the  
Private Vocational Training Branch:  
10155 - 102 Street, Edmonton, AB T5J 4L5  
Phone: 780-427-5609  
Email: [pvt.branch@gov.ab.ca](mailto:pvt.branch@gov.ab.ca)  
Website: <http://www.advancededucation.gov.ab.ca/post-secondary/institutions/private.aspx>

**Alberta Advanced Education Technology  
Private Vocational Training Branch**

**Acknowledgment Form for Students Not Seeking Employment**

In Alberta, vocational training programs offered by private institutions are licensed by the Private Vocational Training branch of the ministry of Advanced Education and Technology, in accordance with the Private Vocational Training Act and Regulation. This Regulation requires institutions to report the graduation rate for all students, and the job placement rates for all graduates of each licensed program offered.

Students may choose to enroll in a licensed program for personal interest or to update existing skills rather than for the purpose of obtaining specific training to lead them directly to employment. In order to ensure the collection of accurate and relevant data with respect to the job placement rate, if you are not seeking employment upon completion of this program, you must sign and complete this form prior to enrolment so that the institution may remove you from the calculation of that rate for this program.

Program Name \_\_\_\_\_

Program Start Date \_\_\_\_\_

Institution Name \_\_\_\_\_

Institution Location \_\_\_\_\_

**I acknowledge that I am not taking this program to prepare for employment upon graduation.**

Student Name \_\_\_\_\_

Student Signature \_\_\_\_\_

Signature of  
Authorized Institution  
Representative \_\_\_\_\_

Date \_\_\_\_\_