

Total Health School Of Nutrition



Student Handbook

SCHOOL MISSION:

To educate individuals in the field of nutrition based on the most current information of facts from a Christian perspective.

PURPOSE OF HANDBOOK:

To outline important information and set out guidelines clearly describing the policies of Total Health School of Nutrition.

ADMISSION GUIDELINES:

Candidates for this course would include a person who has an interest in the study of health and nutrition from a physical and Christian perspective. One needs to be mature, with a full commitment to the study of nutrition and have a good, moral character.

An understanding of the **English language is essential** to successfully complete this program. Students must be able to express themselves in English both verbally and in writing.

Students may enroll through the **Standard Admission** showing proof of an Alberta High School Diploma or the completion of a General Equivalency Diploma; or they may enroll through the **Mature Admission** at an age of 19 years or older showing proof of credits towards an Alberta High School Diploma or non-Alberta equivalent, or the successful result on an aptitude test given by the school.

WITHDRAWALS & REFUNDS:

- Students must officially put into writing and submit it to the school office their letter of withdrawal. The receiving date of the withdrawal letter to the school office will be the effective date of withdrawal.
- If applicable, refund cheque will be issued according to the Alberta Student Enrollment Contract under the subheading, "Termination of Student Contract".
- Book costs will not be refunded once student has received the books.

RECEIPTS:

A receipt will be issued for tax purposes. The amount will reflect the amount paid for tuition minus the cost of books valued at approximately \$500.00.

N.S.F. CHEQUES:

A \$30.00 charge will be charged for each N.S.F. cheque. Subject material will not be graded or

new material will not be sent until the outstanding balance is paid in full.

BOOKS:

All books used in the curriculum are covered under the cost of the program. Books cannot be returned or refused for credit. If a student has the book personally in his/her library, the additional book is useful for a resource sale to his/her future clients, or can be used as an educational gift.

GRADUATION REQUIREMENTS:

In order to graduate with a diploma in Nutritional Consulting, **a final average grade of 80% or higher must be achieved.**

This final average grade is comprised of:

50%: grade average of all course exams (16 open-book tests)

50%: final exam (proctored)

*****If a student achieves less than 80% on an open-book test, additional reading material, along with comments from the instructor, will be given to the student. If an open-book test is not submitted by the due date, a grade of zero will be given. A warning will be given to the student, indicating that if another grade of zero is given, they will be terminated from the program.**

STUDENT RECORDS:

Information pertaining to each student (current and former) is kept confidential in his/her file.

CONFIDENTIALITY AND DISCLOSURE:

Absolutely no part of the material from copyright publication, program material/notes, or teachers' comments, may be photocopied or adapted for teaching purposes or shared with restrictions may result in legal action.

PROGRAM OUTLINE:

The Total Health School of Nutrition Nutritional Consulting Program consists of 4 modules with 4 subjects in each module, given over a 78 week time period. To ensure the end date of this time period is met, each student will be given a personal schedule with specific due dates indicated for all open-book tests (16 total) and the final exam. Once students have completed a module, the subsequent module will be sent to them.

Module 1:

Depression
Anatomy/Physiology
Digestion
Diabetes

Module 3:

Pediatrics
Sports Nutrition
Natural Remedies
Water & PH Balance

Module 2:

Biochemistry
Preventative Nutrition
Nutritional Symptomatology
Allergies

Module 4:

Clinical Nutrition & Research
Environmental Pollution
Jurisprudence
Spiritual Health

EXEMPTIONS:

Total Health School of Nutrition will not grant exemptions for program subjects. The school feels it is in the interest of the student to complete each subject as outlined. It will be a good review for student and will contribute towards a more positive final grade.

FINAL EXAM:

Each student will take the final exam on the date indicated on his or her personal schedule. Each student is responsible for finding his or her own final exam facilitator (this must be a professional, such as a pastor, professor, or teacher). The exam will be mailed directly to the facilitator. The facilitator will request picture identification from the student for proof of identity. The exam will be administered directly to the student by the facilitator, within a specified time frame. The facilitator will then sign and mail the exam directly to the Total Health School of Nutrition for marking. **If a student does not achieve an overall grade of 80% after writing the final exam, the instructor will review to determine the area of weakness and decide whether or not a final exam re-write is appropriate. An additional charge will be levied to those who require a final exam re-write. If the student is not given a second attempt at the final exam OR are given a second attempt and still do not achieve an overall grade of 80%, they will not have successfully completed the program, and will not receive a credential.**

TRANSCRIPTS & DIPLOMA:

Transcripts and Diploma will be mailed 4-8 weeks after writing the final exam. Additional transcripts may be requested for an additional \$10.00 processing fee.

APPEALS & GRADES:

An appeal may be made in writing and faxed to the instructor at Total Health School of Nutrition within 5 working days after receiving the results on an exam. (After this time period, there will be no appeal allowed.) The School will review the appeal letter and a response will be given back within 10 working days to the student. All decisions at that point will be final.

JOBS FOR GRADUATES:

The main job for graduates of the Nutritional Consulting Program is that of a Nutritional Consultant. In this position, they would be preparing menu and diet plans, and giving clients advice in the interest of their health.

The potential places of employment would include:

Weight Management Clinics
Fitness Centers
Health Food Stores
Various Corporations

Although Total Health School of Nutrition cannot promise job placement, we will make available to all our students the various contacts of job positions available and will strive to work in partnership with various employers in order to obtain the optimal opportunities available for our graduating students.

*The Total Health School of Nutrition Nutritional Consulting Program meets the needs of industry in Alberta, and industry needs in other jurisdictions should be checked prior to enrollment.

ALUMNI:

After graduating from the school Total Health School of Nutrition, students are invited to join the Alumni.

A newsletter will be mailed out quarterly offering updated nutritional information, as well as scheduled workshops, seminars and job opportunities.

The option of receiving e-mails with various job opportunities, etc. is also available.

There is a membership fee of \$25.00/year to help cover expenses.

TOTAL HEALTH FOUNDATION:

The Total Health Foundation is set in place and was created for the purpose for educating and informing others. Various programs and events will be operated through the foundation. We welcome donations for this purpose. A tax-deductible receipt will be issued.

CONTACT:

The school office is open Sunday through Friday from 8:00 a.m. until 8:00 p.m. to receive your phone calls, e-mails, or faxes.

There are times staff will be busy, so please be sure to leave a message, and they will respond to your call as quickly as possible.

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