

 <p><b>Boucher INSTITUTE</b> OF NATUROPATHIC MEDICINE</p> <p><b>STUDENT ENROLMENT CONTRACT</b></p>	<p><b>BINM is Certified and Designated through PTIB</b></p> <p>PTIB Registration Number: <b>2647</b></p>	<p><b>STUDENT NUMBER</b></p> <p><b>2017-</b></p>	
	<p><b>INSTITUTION INFORMATION</b></p> <p><b>Boucher Institute of Naturopathic Medicine Society</b></p> <p>#230 – 435 Columbia Street New Westminster, BC Canada V3L 5N8 Tel No. (604) 777 9981 Fax (604) 777 9963 Email: <a href="mailto:admissions@binm.org">admissions@binm.org</a></p>	<p><b>PRIVACY</b></p> <p>Please be advised that under section 61 of the Private Training Act, the Registrar is authorized to collect, use and disclose personal information in accordance with the Registrar's regulatory duties under that Act. Accordingly, this institution is authorized to disclose your personal information to the Registrar for regulatory purposes.</p>	
<b>STUDENT INFORMATION</b>			
<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs.	Student Surname	Given Name	Middle Name
Previous Name (if Applicable)	Student Surname	Usual First Name	
Local Mailing Address in Canada:		Postal Code	
International Student? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Telephone Number	Alternate Telephone Number	
Mailing Address (if other than Canada)	Personal Education Number: BC ID		
Date of birth (YYYY / MM / DD)	Email Address:		
Language Proficiency Requirement Satisfied <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	Gender <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
<b>PROGRAM INFORMATION</b>			
Program Title:	<b>Doctor of Naturopathic Medicine</b>	<input checked="" type="checkbox"/> 4 Yr. Track	<input type="checkbox"/> 6 Yr. Track
<input checked="" type="checkbox"/> Year 1 <input type="checkbox"/> Year 2 <input type="checkbox"/> Year 3 <input type="checkbox"/> Year 4			
Start Date: 2017/09/05 (YYYY.MM.DD)	End Date: 2018/06/29 (YYYY.MM.DD)	Program Duration: in weeks <u>41 weeks</u> in hours <u>30/week (1230 hrs total)</u>	
Method of delivery : site based		Language of Instruction: <u>English</u>	<b>Program Credential</b> <input checked="" type="checkbox"/> Diploma
<b>Schedule (select only one):</b> <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time		Program outline and course descriptions in electronic copy of Academic Calendar are included in enrolment package.	
<b>ADMISSION REQUIREMENTS</b>			
<p>Minimum admission requirements may not be waived by either the student or the Boucher Institute.  <i>The student has met the following admission requirements for this program as indicated by a checkmark. Items indicated by an X are outstanding and the offered seat is conditional on proof of completion of all requirements by the start of the program.</i></p>			
<input checked="" type="checkbox"/> Degree (minimum 90 credits) <input checked="" type="checkbox"/> Completed Criminal Records Check <input checked="" type="checkbox"/> Completed Communicable Disease Screening Form			
Language Proficiency Requirement      Satisfied <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A			
Prerequisite Courses:			
<input checked="" type="checkbox"/>	Biochemistry (3.0 credits / one half year)	<input checked="" type="checkbox"/>	General Chemistry (3.0 credits / one half year)
<input checked="" type="checkbox"/>	Biology (6.0 credits / one full year)	<input checked="" type="checkbox"/>	Organic Chemistry (3.0 credits / one half year)
<input checked="" type="checkbox"/>	English / Humanities (6.0 credits / one full year)	<input checked="" type="checkbox"/>	Intro to Psychology (3.0 credits / one half year)

**CLINIC ENTRANCE REQUIREMENTS:** In order to become a clinic intern in Year 3 of the program, a student must:

- Hold a valid and current Standard First Aid CPR – HCP (due prior to Year 3: not an admissions requirement to the program)

*(For additional clinic entrance requirements please refer to the Student Handbook.)*

**PROGRAM COSTS**

**APPLICATION AND REGISTRATION FEE**

Application Fe (paid)	\$	*115.00
Registration Fee	\$	100.00
<b>Total Application and Registration Fee *</b>		<b>\$ 215.00</b>

\*If applying through NDCAS the \$115 application fee is charged in US dollars which will depend on the exchange rate

**TUITION AND REQUIRED SCHOOL FEES**

Tuition Fee: (for the term of the contract)	\$	23,933.00
BNSA Membership Fee (Boucher Naturopathic Students Association)	\$	100.00
NMSA Membership Fee (Naturopathic Medical Student Association)		60.00
Student Record Archiving Fee	\$	5.00
<b>TOTAL AMOUNT PAYABLE UNDER THIS CONTRACT</b>		<b>\$ 24,098.00</b>

**ADDITIONAL FEES (payable to a third party)**

Required Textbooks Fee (payable through BNSA Bookstore or through a third party) - estimate	\$	2,314.36
Vaccination Fees (see Communicable Disease policy) - estimate		300.00
Criminal Record Check Fee (see Criminal Record Check policy) (cost varies by jurisdiction)		25.00
Personal Medical Equipment (estimated amount – to be paid to a third party)		1,500.00
<b>Total Additional Fees</b>		<b>\$ 4,139.36</b>

**PROGRAM FEES DUES AND PAYMENT PLAN**

Payment Schedule?  No  Yes

Fees	Amount Due	Payment Date
<b>Registration Fee (due with contract)</b>	<b>\$100.00</b>	
<b>Tuition Deposit (due with contract)</b>	<b>\$2,393.00</b>	
Tuition Payment A (50%, including deposit)	\$9,656.00	September 5, 2017
Tuition Payment B (50%)	\$12,049.00	February 5, 2018
Books	tba	tba

- The student acknowledges and agrees to pay the fees indicated above within the terms of this enrolment contract and subject to the terms and provisions of the Tuition Refund policy.
- The Tuition Refund policy, subject to the provisions of PTIB bylaws, forms a part of this agreement.

**Method of Tuition A & B Payment:** Student loans will be designated to the school. Balance is required on contracted date. Please check all that apply:

I will be paying by:  Cheque  Bank Draft  Bank Transfer

- A \$50 penalty will apply for NSF Cheques.
- Late payments will include a \$100 fee, plus 16%/annum
- A 2% fee is charged on amounts paid by Visa or MasterCard – registration fee and deposits only; tuition cannot be charged to credit cards.

<b>ADDITIONAL ADMSSIONS FEES (when applicable)</b>		
Transfer credits assessment fee, due upon offer to transfer applicant	\$	150.00
Advanced standing credits assessment fee, due upon offer to advanced standing applicant	\$	300.00
Foreign transcript evaluation (through accepted services such as WES	\$	Varies by service
Student Study Permit	\$	See: Citizenship & Immigration Canada
<b>MISCELLANEOUS ADMINISTRATIVE FEES (when applicable)</b>		
Re-write, deferred, supplemental or late examination fee	\$	80.00
Prior Credit Recognition Fees due after offer of acceptance	\$	75/3 credits
Course re-take fee	\$	100.00/credit
Replacement security access card	\$	15.00
Late Payment of Tuition Interest Charges	\$	100 plus 16% per annum
Convocation Fee	\$	100
Late enrollment Fee	\$	100
Duplicate T2202A Form	\$	25 each
Lost Library Books	\$	Full Replacement Cost
<b>PAYMENT OF TUITION POLICY</b>		
<p><b><i>All tuition must be paid and cashable on time as per the schedule outlined in the student contract.</i></b></p> <p>It is each student's responsibility to honour their financial obligations to the school as outlined in their student contract. <i>Failure to do so will result in the student being barred from classes and examinations until all tuition payments are brought current.</i></p> <p>Any student having more than one NSF check returned in an academic year will be required to submit all remaining payments for the year in the form of a money order or bank draft.</p> <p>The Boucher Institute reserves the right to submit outstanding student accounts to collections. All tuition and outstanding fees or fines must be paid in full prior to graduation and release of final transcripts.</p> <p>If a student is having financial difficulty and is not able to fulfill the terms of the contract, s/he should make an appointment with the CFO to discuss the situation and consider options. The student is strongly encouraged to arrange to meet before actual default occurs. The CFO may need to consult with the Dean's Council and/or the President with respect to a particular case or situation to determine the most appropriate course of action.</p>		
<b>BOUCHER INSTITUTE TUITION REFUND POLICY</b>		
<p><b>Admissions Refund:</b></p> <p>(1) The Boucher Institute will refund the student, or the person who paid on behalf of the student, the tuition and all related fees that were paid that was paid for period in which the student is enrolled in the following circumstances:</p> <ul style="list-style-type: none"> <li>(a) if a notice of withdrawal is received from the student no later than 7 days after the effective contract date and before the start date of the program (referred to in section 24 (4) (d) of the Private Training Regulations);</li> <li>(b) if the student, or other signatory, signs the student enrolment contract 7 days or less before the start date of the program, and the Institute receives a notice of withdrawal from the student between the date the student, or other signatory, signed the student enrolment contract and the start date of the program;</li> </ul> <p>(2) The Boucher Institute will refund the tuition for the program and all related fees, as laid out in the contract, paid by a student or a person on behalf of a student enrolled in the program, if both of the following apply:</p> <ul style="list-style-type: none"> <li>(a) the student is enrolled in the program of instruction without having met the admission requirements for the program;</li> </ul>		

(b) the student did not misrepresent the student's knowledge or skills when applying for admission.

(3) If a student does not attend any of the first 30% of the hours of instruction (referred to in section 24 (4) (c) of the PT Regulations), the Institute may retain up to 50% of the tuition paid under the student enrolment contract.

#### **Withdrawal and Dismissal from the Program Refunds**

(1) If the Boucher Institute receives notice of withdrawal from a student more than 7 days after the effective contract date and at least 30 days before the contract start date, the Institute may retain up to 10% of the tuition due under the student enrolment contract, up to a maximum of \$1,000.

(2) If the Institute receives a notice of withdrawal from a student more than 7 days after the effective contract date and less than 30 days before the start date, the institution may retain up to 20% of the tuition due under the student enrolment contract, up to a maximum of \$1,300.

(3) If the Institute receives a notice of withdrawal from a student

(a) after the program start date but before 11% of the hours of instruction, referred to in the contract, have been provided, the institution may retain up to 30% of the tuition due under the student enrolment contract, or

(b) after the program start date, and after 10% but before 30% of the hours of instruction, referred to in the contract, have been provided, the institution may retain up to 50% of the tuition due under the student enrolment contract.

(4) If the Institute provides a notice of dismissal, or required to withdraw, to a student and the date the Institute delivers the notice to the student is

(a) before 10% of the hours of instruction, referred to in the contract, have been provided, the Institute may retain up to 30% of the tuition due under the student enrolment contract, or

(b) after 10% but before 30% of the hours of instruction, referred to in the contract, have been provided, the Institute may retain up to 50% of the tuition due under the student enrolment contract.

#### **Tuition Reimbursement**

(1) The Institute will refund tuition or fees, as applicable, to a student, or a person who paid the tuition or fees on behalf of the student,

(a) within 30 days of the date the institution receives a student's notice of withdrawal,

(b) within 30 days of the date the institution provides a notice of dismissal to the student,

(c) within 30 days of the date that the registrar provides notice to the institution that the institution is not complying with section 30 (3) (c) [*tuition refund policy compliance standards*] or 31 (1) [*tuition and fee refund compliance standards*], and

(d) within 30 days after the first 30% of the hours of instruction, if section 3, Admission Refunds (above) applies.

#### **Tuition Refund for International Students**

(1) If a student delivers a copy of a refusal of a study permit, the notice is treated as if it was a notice of withdrawal and all sections listed above will apply

(2) Subsection (1) does not apply

(a) if an international student requests an additional letter of acceptance for the same program of instruction that was the subject of the refusal of a study permit.

### **ATTAINING LICENSURE**

To practice as a Naturopathic Doctor in the province of BC, you must be licensed with the CNPBC [www.cnpbc.bc.ca](http://www.cnpbc.bc.ca) after graduation. The eligibility requirements are:

- Complete not less than 3 years liberal arts or sciences study in an accredited college or university. This will include at least 30 credits from the first, second and third years respectively.
- Graduate from a recognized and approved naturopathic college which requires actual attendance of not less than 4500 school hours over 4 years.
- Successfully pass board exams (NPLEX I & II, and Minor Surgery) and BC Oral exam and Jurisprudence exam.

For full information and fees, see the CNPBC website.

### PRIVATE CAREER TRAINING INSTITUTIONS AGENCY OF BC

All private institutions that provide career training programs to students where the tuition charged is greater than or equal to \$4,000, and where the instructional time is greater than or equal to 40 hours must be registered under the *Private Institutions Act*. The Private Training Institutions Branch (PTIB) is responsible for establishing basic education standards and providing consumer protection for students enrolled with a registered career training institution, and for standards of quality for accredited career training institutions. A list of registered / designated institutions can be found on PTIB's website.

PTIB also manages the Student Training Completion Fund which provides tuition refund protection to students in the event a registered institution ceases to operate, or if a student is found to have been misled by an institution.

For further information about PTIB and the services it provides, students may contact PTIB at:

**203 – 1155 West Pender Street, Vancouver, BC, V6E 2P4, Tel. (604) 569-0033 or 1-800-661-7441, Fax. (778) 945-0606**

[PTI.StudentSupport@gov.bc.ca](mailto:PTI.StudentSupport@gov.bc.ca) or <http://www.privatetraininginstitutions.gov.bc.ca/>

### STUDENT DECLARATION

#### ADDITIONAL INFORMATION

Prior to signing this contract, the student has been given a copy of and had the opportunity to review the following: See **Student Handbook** or **E-mail Enrolment Package** attachments.

Student Handbook	E-mail Enrolment Package
√ Program Outline/course outline (Academic Catalogue)	√ Admission Policy (including the following) <ul style="list-style-type: none"> <li>• Credit Transfer</li> <li>• Advanced Standing</li> <li>• Prior Credit Recognition</li> <li>• International Students and English Language Requirements</li> <li>• Special Needs Student</li> </ul>
√ Attendance Policy	
√ Withdrawal Dismissal and Readmission Policy	
√ Preceptor Policy	
√ Completion Requirements Policy	
√ Payment of Tuition Policy	
√ Essential Abilities and Skills of Naturopathic Medical Student and Physicians Policy	
√ Grade Appeal Policy	√ Criminal Records Background Check Policy and Procedures
√ Human Rights and Dispute Resolution Policy	√ Immunization and Communicable Diseases Policy and Procedures
√ Student Complaint Policy	√ Academic Catalogue (Program Outline)
√ Tuition Refund Policy	√ Academic Schedule

#### I DECLARE THAT:

- I have received and read the Boucher Institute Student Handbook and understood and agree to the terms and conditions of all of the outlined policies and procedures.
- I have read, understood, and agree to the terms and conditions of this enrolment contract.

I certify that I have accurately represented to the Boucher Institute and provided evidence that I meet all of the admission requirements for this program of study. If I am unable to meet these requirements by the stated deadline I understand that I am subject to the terms and conditions as outlined in the Boucher Institute Refund Policy on pages **3-4** of this contract.

I hereby consent to the sharing of my enrolment and/or reporting information between the Boucher Institute of Naturopathic Medicine and Citizenship and Immigration Canada, as necessary for the purposes of the International Student Program, in accordance with applicable provincial privacy legislation.

This contract is legally binding, once signed by the student and accepted by the Boucher Institute.

The information provided by me is true and accurate and I am 19 years of age or older. *If under the age of 19, a parent or legal guardian must also sign the contract.*

**PRINTED NAME**

**SIGNATURE of STUDENT or PARENT/LEGAL GUARDIAN**

**DATE**

**INSTITUTION DECLARATION**

The institution agrees to deliver the program according to the terms of this contract. The institution reserves the right to make minor adjustments to the program curriculum and/or delivery. The institution certifies that the student has met the admission requirements for the program of study.

**SCHOOL OFFICIAL**

**Michael Schanz, President**

**SIGNATURE**

**DATE**