



# DOMINION HERBAL COLLEGE

North America's Oldest School of Herbal Medicine

Designated by the BC Private Training Institutions Branch



Dominion Herbal College Inc. #271-5489 Byrne Road, Burnaby, BC V5J 3J1 Canada

Phone: 604-433-1926 Toll Free: 1-888-DHC-1926 Fax: 604-433-1925

Email: info@dominionherbalcollege.com www.dominionherbalcollege.com

Institution #283

## PREREQUISITE CHEMISTRY COURSE

### Student Enrollment Contract

BC Personal Education Number (if available) \_\_\_\_\_ DHC Student Number \_\_\_\_\_

First Name & Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_

Usual First Name \_\_\_\_\_ Date of Birth (YYYY.MM.DD) \_\_\_\_\_ Gender: Female / Male / Non-Binary

Mailing Address \_\_\_\_\_ City \_\_\_\_\_

Province/State \_\_\_\_\_ Postal/Zip Code \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Are you a native English speaker? \_\_\_\_\_ Present Occupation \_\_\_\_\_

How did you hear about Dominion Herbal College? \_\_\_\_\_

### PREREQUISITE CHEMISTRY COURSE

CONTINUOUS ENROLLMENT:

START DATE \_\_\_\_\_

END DATE \_\_\_\_\_

DURATION:

26 WEEKS (120 HOURS)

LANGUAGE OF INSTRUCTION:

ENGLISH

DELIVERY METHOD:

DISTANCE - ASYNCHRONOUS

### COURSE MATERIALS & REQUIRED TEXTBOOKS

Students are provided with course materials and a textbook.

### TECHNOLOGY REQUIREMENTS

Students require a desktop, laptop or tablet computer; and reliable, high-speed internet access.

### ADMISSION REQUIREMENTS

Check ONE of the following:

High School Diploma

High School Equivalency Diploma

Mature Student (19 years or older)

Student must submit valid government-issued photo identification.

<b>FEE SCHEDULE</b>	Canada	International
Registration Fee: non-refundable	\$100.00	\$100.00
Tuition Fee	\$495.00	\$540.00
Total Payment due with Student Enrollment Contract	<b>\$595.00 CAD</b>	<b>\$640.00 CAD</b>

NOTE 1. TOTAL PAYMENT DUE UNDER THE CONTRACT INCLUDES SHIPPING AND HANDLING. ALLOW 7 BUSINESS DAYS FOR S&H WHEN DETERMINING A START DATE.

### **PAYMENT TERMS**

All fees are in Canadian dollars and can be paid by cash, *Interac* e-Transfer, EFT, money order, cheque, PayPal or credit card. Make money orders and cheques payable to Dominion Herbal College. NSF cheques will result in a \$45.00 surcharge and must be replaced by an *Interac* e-Transfer. Dominion Herbal College will not process enrollment contracts received without receipt of payment. Student must choose a payment method below.

#### **Payment Method** (check one):

Payment in the amount of \$ \_\_\_\_\_ by (circle one): Cash, *Interac* e-Transfer, EFT, Money

Order, Cheque, PayPal, Other: \_\_\_\_\_

Are the Other above-named funds being remitted directly to Dominion Herbal College? \_\_\_\_\_

Payment by credit card:  Visa  MasterCard  American Express

I hereby authorize Dominion Herbal College to charge my credit card by providing the following information:

Credit Card # \_\_\_\_\_ Expiry Date \_\_\_\_ / \_\_\_\_ Amount \$ \_\_\_\_\_  
MM YY

Cardholder Name (Please Print) \_\_\_\_\_ Credit Card Security Code \_\_\_\_\_

Cardholder Signature \_\_\_\_\_

### **LANGUAGE PROFICIENCY ASSESSMENT POLICY**

Instruction at Dominion Herbal College is conducted in English. Students who are non-native English speakers are required to provide official evidence of proficiency or proof of completion of a standardized English language proficiency test prior to enrollment in order to confirm communicative competence to successfully complete the program of study. An official transcript confirming successful completion of the last two (2) years of full-time study at a high school where the language of instruction is English; or an official transcript confirming successful completion of courses from a college or university where the language of instruction is English, fulfills the language proficiency requirement. The following standardized English language proficiency tests or equivalent are accepted:

Prerequisite Chemistry Course – IELTS Band: 5.5 / TOEFL iBT: 46 / CAEL: 50 / CLB 6

The language proficiency requirement is an admission requirement and may not be waived by either the institution or the applicant.

1. The non-native English-speaking student provides the official evidence of proficiency or proof of completion of a standardized English language proficiency test to the admission representative.
2. The admission representative reviews the official evidence of proficiency or proof of completion of a standardized English language proficiency test and places the evidence in the student file.

### **WITHDRAWAL POLICY**

If a student decides to withdraw from a program of study, he/she/they must provide a dated, written and signed notice of withdrawal to the Registrar. Refunds are calculated according to Dominion Herbal College's Refund Policy and the date on which the written notice of withdrawal is delivered will be used to determine any refund owing.

1. The student must provide a dated, written and signed notice of withdrawal to the Registrar. The notice of withdrawal should state why the student is withdrawing from the program of study.
2. The Registrar will determine if there is any refund owing according to the institution's Refund Policy.
3. If a refund is due to the student, the institution will forward a refund calculation and a cheque to the student within thirty (30) days of the date on which the written notice of withdrawal was received.

4. If the student owes tuition or other fees to the institution, the institution will undertake the collection of the amount owing.
5. For approved programs, a grade of Incomplete will be assigned to the courses of the program of study.
6. For programs that do not require approval, an Incomplete will be assigned to the program.

### **REFUND POLICY**

1. Written Notice
  - a) A written notice of withdrawal or dismissal must be provided:
    - i) By the student to the institution when the student withdraws from the program; or
    - ii) By the institution to the student where the institution dismisses the student from the program.
2. The written notice of withdrawal or dismissal may be delivered in any manner provided that a receipt or other verification is available that indicates the date on which the notice is delivered.
3. The written notice of withdrawal or dismissal is deemed to be effective from the date it is delivered.
4. Refund Entitlement
  - a) Refund entitlement is calculated on the total payment due under the contract, less the applicable non-refundable registration fee. Where total payment has not yet been collected, the institution is not responsible for refunding more than has been collected to date and a student may be required to make up for monies due under the contract.
5. Refund Policy for Students
  - a) Refunds before the program of study begins:
    - i) If written notice of withdrawal is received by the institution within seven (7) days after the contract date and before the commencement of the period of instruction specified in the contract, the institution will refund 100% of the total tuition due under the contract.
  - b) Refunds after the program of study starts:
    - i) If written notice of withdrawal is received by the institution or a student is dismissed within seven (7) days after the commencement of the period of instruction specified in the contract, the institution will retain 10% of the total tuition due under the contract, to a maximum of \$1,000.
    - ii) If written notice of withdrawal is received by the institution or a student is dismissed up to and including 10% of the period of instruction specified in the contract has elapsed, the institution will retain 10% of the tuition due under the contract.
    - iii) If written notice of withdrawal is received by the institution or a student is dismissed where more than 10% and up to and including 30% of the period of instruction specified in the contract has elapsed, the institution will retain 30% of the tuition due under the contract.
    - iv) If written notice of withdrawal is received by the institution or a student is dismissed where more than 30% and up to and including 50% of the period of instruction specified in the contract has elapsed, the institution will retain 50% of the tuition due under the contract.
    - v) If written notice of withdrawal is received by the institution or a student is dismissed where more than 50% of the period of instruction specified in the contract has elapsed, no refund is required.

### **RE-REGISTRATION POLICY**

Dominion Herbal College provides an opportunity for currently enrolled students who are unable to complete the academic requirements of a program within the one-year duration to re-register.

1. Students must apply for re-registration within one (1) year following the end date of their current enrollment period.
2. Students are responsible for the cost of re-registration.
3. For approved programs, students will be given academic and financial credit for courses in which an overall passing grade has been achieved.
4. For programs that do not require approval, students will be given academic credit for completed lessons.
5. Re-registration does not apply if student enrollment has been terminated.

### **RESPECTFUL AND FAIR TREATMENT POLICY**

Dominion Herbal College is committed to ensuring that its learning environment promotes the respectful and fair treatment of all students. Students must always conduct themselves in accordance with the Code of Conduct outlined in the institution's Dismissal Policy.

While on Dominion Herbal College premises or in the course of activities or events hosted by Dominion Herbal College, the following activities are prohibited: bullying, harassment, discrimination or any other conduct which is determined to be detrimental or damaging.

If a prohibited activity has occurred, the Procedure outlined in the institution's Dismissal Policy or Dispute Resolution / Grade Appeal Policy will apply.

## **DISMISSAL POLICY**

Dominion Herbal College expects students to meet and adhere to a code of conduct while completing a program of study. The list below outlines the code of conduct that all students are expected to follow. This list is not exhaustive and students should request clarification from the Senior Education Administrator if they have any questions.

“Student” is defined as including prospective students as well as those currently registered or enrolled in any Dominion Herbal College program or activity.

The Code of Conduct students are expected to follow includes:

- Treat all students, instructors and administrative staff members with respect.
- Treat Dominion Herbal College property with respect.
- Refrain from cheating or plagiarism in completing lessons, exams and assignments.
- Submit all lessons and assignments on the scheduled completion dates. Write all exams on the scheduled dates and times.
- Attend seminars in accordance with the Attendance Policy.
- Refrain from practicing as a Herbalist.
- Refrain from any disruptive or offensive behavior.
- Refrain from bringing weapons of any kind (i.e. knives, guns, etc.) to the Dominion Herbal College premises or to activities or events hosted by Dominion Herbal College.
- Refrain from bringing alcohol or prohibited mood altering substances to the Dominion Herbal College premises or to activities or events hosted by Dominion Herbal College.
- Refrain from making inappropriate remarks concerning another student, instructor or administrative staff member's ethnicity, race, religion or sexual orientation.
- Any other conduct which is determined to be detrimental or damaging to other students, instructors, administrative staff members or the institution.

Any of the following, if substantiated, will result in immediate dismissal without a warning letter or probationary period:

- Sexual assault.
- Physical assault or other violent acts committed against any student, instructor or administrative staff member.
- Verbal abuse or threats.
- Vandalism of Dominion Herbal College property.
- Theft.

Students who do not meet the expected Code of Conduct will be subject to the Procedure outlined below which may include immediate dismissal from the institution depending on the severity of the misconduct.

Concerns related to a student's conduct shall be referred to the Senior Education Administrator to process in accordance with this Dismissal Policy.

Procedure:

1. All concerns relating to student misconduct shall be directed to the Senior Education Administrator. Concerns may be brought by students, instructors, administrative staff members or the public.
2. The Senior Education Administrator will arrange to discuss the concern with the student within five (5) business days of receiving the complaint. If the alleged conduct is of such a serious nature that an immediate dismissal may be warranted, the Senior Education Administrator will discuss the concern with the student as soon as practicable.
3. Following the discussion with the student, the Senior Education Administrator will conduct whatever further inquiry and/or investigation is necessary to determine whether the concern is substantiated.
4. Any necessary inquiries and/or investigations shall be completed within ten (10) business days of the initial discussion with the student.
5. The Senior Education Administrator will discuss with the student and do one of the following:
  - a) Determine that the concern was not substantiated;
  - b) Determine that the concern was substantiated, in whole or in part, and either:
    - i) Give the student a warning setting out the consequences of further misconduct;
    - ii) Set a probationary period with appropriate conditions; or
    - iii) Recommend that the student be dismissed from the institution.
6. The Senior Education Administrator will prepare a written summary of the determination. A copy shall be given to the student, a copy will be placed in the institution's Student Conduct File and the original will be placed in the student file.
7. If the student is issued a warning or placed on probation, the Senior Education Administrator and the student both sign the written warning or probationary conditions and the student is given a copy. The original document is placed in the student file.
8. If the recommendation is to dismiss the student, the Senior Education Administrator will dismiss the student from study at the institution. The Senior Education Administrator will deliver to the student a letter of dismissal and a calculation of

refund due or tuition owing, depending on the status of the student's financial account with the institution.

9. If a refund is due to the student, the institution will forward a refund calculation and a cheque to the student within thirty (30) days of the dismissal date.
10. If the student owes tuition or other fees to the institution, the institution will undertake the collection of the amount owing.

### **DISPUTE RESOLUTION / GRADE APPEAL POLICY**

Dominion Herbal College provides an opportunity for students to resolve disputes and grade appeals in a fair and equitable manner.

The policy applies to all Dominion Herbal College students who are currently enrolled or were enrolled thirty (30) days prior to submitting a complaint.

A student who makes or is otherwise involved in a complaint will not be subject to any form of retaliation by the institution at any time.

#### Procedure for Student Disputes:

1. When a concern arises, the student should address the concern with the instructor or administrative staff member most directly involved. If the student is not satisfied with the outcome at this level, the student must put his/her/their complaint in writing and deliver it to the Senior Education Administrator who is responsible for making determinations in respect of complaints. The student should deliver his/her/their written complaint to the President if the Senior Education Administrator is absent or is named in the complaint.
2. The written complaint may be delivered in any manner provided that a receipt or other verification is available that indicates the date on which the complaint is delivered.
3. The written complaint is deemed to be effective from the date it is delivered.
4. The Senior Education Administrator will discuss the complaint and desired resolution with the student.
5. Following the discussion with the student, the Senior Education Administrator will conduct whatever inquiries and/or investigations are necessary and appropriate to determine whether the student's complaint is substantiated in whole or in part. Those inquiries and/or investigations may involve further discussion(s) with the student either individually or with the appropriate instructor or administrative staff member.
6. The necessary inquiries and/or investigations shall be completed by the Senior Education Administrator who will do one of the following:
  - a) Determine that the student's complaint is not substantiated; or
  - b) Determine that the student's complaint is substantiated in whole or in part; or
  - c) Determine that the student's complaint is frivolous and vexatious.

The student shall receive a written summary of the above determination within forty-five (45) days of the date on which the complaint was delivered.

7. If it has been determined that the student's complaint is substantiated in whole or in part, the Senior Education Administrator shall include a proposed resolution of the substantiated complaint.
8. If the student is not satisfied with the determination of the Senior Education Administrator, the student must advise the Senior Education Administrator within five (5) business days of being informed of the determination. The Senior Education Administrator will immediately refer the matter to the President. The President will review the matter and provide a decision in writing within ten (10) business days.
9. The President shall either confirm or vary the determination of the Senior Education Administrator. At this point the institution's Dispute Resolution process will be considered exhausted.
10. If the student is dissatisfied with the determination, and has been misled by the institution regarding any significant aspect of that program, the student may file a complaint with the Private Training Institutions Branch (PTIB) ([www.privatetraininginstitutions.gov.bc.ca](http://www.privatetraininginstitutions.gov.bc.ca)). Complaints must be filed with PTIB within one year of the date a student completes, is dismissed from, or withdraws from the program.
11. The student may be represented by an agent or a lawyer at his/her/their expense.

#### Procedure for Grade Appeal:

1. If a student is dissatisfied with the grade received for an assessment and can provide evidence that a higher grade is warranted, the student should discuss this with the instructor. The instructor will reconsider the grade and, if warranted, assign a different grade.
2. If the student is not satisfied with the outcome of his/her/their appeal to the instructor, the student must submit a written appeal to the Senior Education Administrator.
3. The Senior Education Administrator will obtain a copy of the assessment and will have the assessment re-marked by another instructor.
4. If the assessment achieves a higher grade on re-mark, the higher grade will be assigned. If the assessment achieves a lower grade on re-mark, the original grade will be retained.

5. If a grade appeal is submitted to the Senior Education Administrator, the grade resulting from the re-mark will be final and cannot be appealed further.

### **SEXUAL MISCONDUCT POLICY**

Dominion Herbal College is committed to the prevention of and appropriate response to sexual misconduct.

Sexual misconduct refers to a spectrum of non-consensual sexual contact and behavior including the following:

- sexual assault;
- sexual exploitation;
- sexual harassment;
- stalking;
- indecent exposure;
- voyeurism;
- 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 or video;
- the attempt to commit an act of sexual misconduct; and
- the threat to commit an act of sexual misconduct.

A complaint of sexual misconduct is different than a report of sexual misconduct. A person may choose to disclose or complain of sexual misconduct without making a formal report. A report is a formal notification of an incident of sexual misconduct to someone at the institution accompanied by a request for action.

A student making a complaint will be provided with resolution options and will not be required or pressured to make a report.

Procedure for making a complaint about sexual misconduct involving a student:

- Any concerns of sexual misconduct should be communicated to the Senior Education Administrator or the Registrar by email or phone as soon as possible. If a prohibited activity has occurred, the Procedure outlined in the institution's Dismissal Policy or Dispute Resolution / Grade Appeal Policy will apply.

Procedure for responding to a complaint of sexual misconduct involving a student:

- If a prohibited activity has occurred, the Procedure outlined in the institution's Dismissal Policy or Dispute Resolution / Grade Appeal Policy will apply.

Procedure for making a report of sexual misconduct involving a student:

- Any concerns of sexual misconduct should be reported to the Senior Education Administrator or the Registrar by email or phone as soon as possible. If a prohibited activity has occurred, the Procedure outlined in the institution's Dismissal Policy or Dispute Resolution / Grade Appeal Policy will apply.

Procedure for responding to a report of sexual misconduct involving a student:

- If a prohibited activity has occurred, the Procedure outlined in the institution's Dismissal Policy or Dispute Resolution / Grade Appeal Policy will apply.

It is contrary to this policy for the institution to retaliate, engage in reprisals or threaten to retaliate in relation to a complaint or a report.

Any processes undertaken pursuant to this policy will be based on the principles of administrative fairness. All parties involved will be treated with dignity and respect.

All information related to a complaint or report is confidential and will not be shared without the written consent of the parties, subject to the following exceptions:

- If an individual is at imminent risk of severe or life-threatening self-harm.
- If an individual is at imminent risk of harming another.
- There are reasonable grounds to believe that others in the institutional community may be at significant risk of harm based on the information provided.
- Where reporting is required by law.
- Where it is necessary to ensure procedural fairness in an investigation or other response to a complaint or report.

### **PRIVACY POLICY**

Dominion Herbal College collects the student's personal information for the following reasons:

- To maintain student records as required by the Private Training Institutions Branch.
- To keep students and graduates informed of the institution's activities.
- To issue T2202's in accordance with the Canada Revenue Agency.

The student's personal information collected will only be used for the purpose for which it was originally collected or for a use

consistent with that purpose, unless the student consents to other use.

With the exception of programs that do not require approval, Dominion Herbal College archives a copy of the student's contract, record of marks, official transcript and diploma with an approved third-party vendor. This record is retained for a period of twenty-five (25) years by the third-party vendor.

Dominion Herbal College retains the full student file for a period of eight (8) years following the student's end date, graduation, withdrawal or dismissal. After eight (8) years the full student record may be destroyed using a secure destruction method. Under the *Personal Information Protection Act*, students are entitled to access their student file.

Procedure for maintaining student files:

1. Student personal information is collected throughout the student's enrollment at the institution. All required information regarding the student is placed in the student file.
2. Student files containing personal information are safely stored and access to the student files is limited to the appropriate administrative staff members.
3. A record of marks, official transcript and diploma are prepared within sixty (60) days of the student's end date, graduation, withdrawal or dismissal. These documents are signed by the appropriate administrative staff member(s) and a copy of the signed documents are placed in the student file.
4. With the exception of programs that do not require approval, a copy of the student's contract, record of marks, official transcript and diploma are archived with the third-party vendor for long-term storage within sixty (60) days of the student's end date, graduation, withdrawal or dismissal.
5. After the documents are archived for long-term storage, the full student file is placed in storage for eight (8) years.
6. At the end of the eight-year storage period, the full student file may be destroyed using a secure destruction method.

Procedure for student access to the information on file:

1. If a student wants to access the information in his/her/their student file, the student must make a request in writing.
2. The Registrar will review the file with the student and will provide copies of any document the student requests with the exception of exams.

Procedure for authorizing release of information:

1. If a student wants to authorize a third party to access information in his/her/their student file, the student must do so in writing.
2. The institution will not release information to any person other than people authorized by the student to access information unless required to do so by legislation, a subpoena, court order or if release of information is necessary as part of an ongoing police investigation.

### **PRIVATE TRAINING INSTITUTIONS BRANCH**

This institution is certified by the Private Training Institutions Branch (PTIB) of the British Columbia Ministry of Post-Secondary Education and Future Skills. Certified institutions must comply with regulatory requirements relating to, among other things, student enrollment contracts, tuition refunds and instructor qualifications. For more information about PTIB, go to: [www.privatetraininginstitutions.gov.bc.ca](http://www.privatetraininginstitutions.gov.bc.ca).

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.

**The Prerequisite Chemistry Course does not require PTIB approval and was not reviewed by PTIB. Students may not file a claim against the Student Tuition Protection Fund in relation to this course.**

### **STATEMENT OF STUDENT RIGHTS**

Dominion Herbal College is certified with the Private Training Institutions Branch (PTIB) of the British Columbia Ministry of Post-Secondary Education and Future Skills.

Before you enrol at a certified private training institution, you should be aware of your rights and responsibilities.

You have the right to be treated fairly and respectfully by the institution.

You have the right to a student enrollment contract that includes the following information:

- amount of tuition and any additional fee for your program;
- refund policy;
- if your program includes a work experience, the requirements to participate in the work experience and the geographic area where it will be provided; and
- whether the program was approved by PTIB or does not require approval.

Make sure you read the contract before signing. The institution must provide you with a signed copy.

You have the right to access the institution's dispute resolution process and to be protected against retaliation for making a complaint.

For more information about PTIB and how to be an informed student, go to:  
<http://www.privatetraininginstitutions.gov.bc.ca/students/be-an-informed-student>.

**THIS CONTRACT IS LEGALLY BINDING WHEN SIGNED BY THE STUDENT AND ACCEPTED BY THE INSTITUTION.**

#### **STUDENT DECLARATION**

**My signature below certifies the following: (a) I have read, understood and agreed to the terms and conditions of this enrollment contract; (b) I have read, understood and agreed to the policies of this enrollment contract and the Course Outline; (c) I have represented to the institution and provided evidence to prove that I meet all of the admission requirements for this course of study; and (d) The information provided by me on this enrollment contract is true and accurate and that I am 19 years of age or older (*If under the age of 19, a parent or legal guardian must also sign this enrollment contract*). I consent to the institution sharing my personal information with the Ministry of Post-Secondary Education and Future Skills for research purposes and statistical analysis under the authority of sections 6(2)(a) and 10(1)(a) of the *Personal Information Protection Act (PIPA)*.**

Student Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

Signature of Parent/Legal Guardian \_\_\_\_\_ Date Signed \_\_\_\_\_

For further information about the collection, disclosure and use of personal information, contact: Director, Policy and Institution Certification, Private Training Institutions Branch, Post-Secondary Policy & Programs, Ministry of Post-Secondary Education and Future Skills, 310-601 Cordova Street W, Vancouver, BC V6B 1G1 or phone 604-569-0019.

#### **INSTITUTION DECLARATION**

**The institution agrees to deliver the course according to the terms of this enrollment contract. The institution reserves the right to make changes to the course curriculum and/or delivery. Fees are subject to change without notice. The institution certifies that the student has met the admission requirements for the course of study and will receive a signed copy of this enrollment contract.**

Bernice Birzneck, Registrar

Registrar Signature \_\_\_\_\_ Date Signed \_\_\_\_\_